

CITY OF HAMILTON

**PLANNING & AND ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION,
CORPORATE REAL ESTATE SECTION - LOCATION — LOCATION – HAMILTON FARMERS' MARKET
– LOCATION – 77 YORK BLVD.)**

ADMINISTRATIVE CLERK -FARMER'S MARKET-CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager, Hamilton Farmer's Market, by providing secretarial and administrative duties for Manager, including confidential matters. Available to work flexible hours including ALL Market days Wednesday's, Thursday's, Friday's and Saturday's).

GENERAL DUTIES

Provides confidential administrative support to Manager, Hamilton Farmer's Market.

Assume responsibility for all routine administrative details within the administrative office.

Process all incoming mail by sorting and distributing as appropriate, maintaining confidentiality when necessary to do so.

Operate office equipment such as fax machine and photocopy machine and provide support for equipment to staff.

Provide administrative duties related to the Board of Directors' monthly meetings such as preparing appropriate documentation and agendas, meeting calendar invites, room booking, food & beverage, and minute taking.

Assists in the monitoring of 'aging reports' and the collection of Hamilton Farmers' Market fees from stallholders, and liaise with Accounts Receivable staff where necessary.

Provide periodic reports as required to the Market Manager on the status of Accounts Receivable.

Assists with on-site property management by reporting maintenance requests to the Facilities Management.

Record and input timesheets and absences for Market staff in Peoplesoft

Receive via in person, phone or email inquiries about Market Hours, vendor information, lost & found, complaints, compliments and inquiries about Market stalls and carts.

Work with Market Manager to produce and circulate vendor newsletter

Order & maintain office supply inventory for the department. Order and maintain cleaning supply inventory for the department.

Calls security for market situations.

Process and record merchandise, gift card, and Market Cart rental fees through the POS system and generate reports for monthly bank deposits.

Perform cash handling as per policies and procedures. Complete cash handling deposits as required at the beginning of each month. Balance petty cash.

Ensure timely processing of cheque requisitions and petty cash requisitions, and review of same for accuracy of descriptions and account numbers.

Receive, verify and code invoices in Webcentre, ensuring all deadlines for payment are met.

Track, analyze and generate reports on customer traffic data.

Maintain tidy presentation of the Market Office.

Perform other related duties as assigned.

QUALIFICATIONS

1. Previous business experience in administrative duties normally acquired through a combination of education and relevant experience.
2. Previous customer service experience.
3. Thorough knowledge of business English, modern office practices and procedures.
4. Experience in a computerized environment. Proficiency in Word, Excel, MS Outlook, MS PowerPoint, Internet/Intranet.
5. Demonstrated attention to detail, time management, and multi-tasking skills.
6. Must possess initiative and good judgement.
7. Excellent communication skills to be able to relate readily to public, vendors, and staff; have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE