



File Number: 6004-8

EMPLOYMENT OPPORTUNITY

Competition: # BDN-18-038

Open to: This Category I position is open to all interested parties.

Community Recreation Administrative Clerk

Personnel Support Programs

Community Recreation

CFB Borden

Permanent, part-time

Who We Are: CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary: Under the supervision of the Community Recreation Coordinator, the incumbent provides administrative support for the planning, organizing and delivering of community recreation activities. He/she acts as a point of contact for internal and external customers and responds to telephone, in person or electronic enquiries or forward to the appropriate person. The Community Recreation Administrative Clerk receives and issue receipts for registrations and compound fees.

Qualifications:

College diploma or certificate in Business Administration, Office Administration, Accounting or a related field AND some years' experience in administration or in a related field

OR

High school diploma AND several years' experience in administration or related field

Language requirement: English Essential, Bilingual an asset

French Language Proficiency (Bilingual an asset)	
Reading Comprehension	2
Written expression	2
Oral interaction	2

Level: N/A(No proficiency), 1(Basic), 2(Functional), 3(Advanced), 4(Professional)

Experience Requirements:

- In office administration
- In basic accounting
- In drafting and distributing correspondence
- In applying policies, procedures and regulations

Benefits Available:

- Defined Benefit Savings plans (TFSA, RRSPs)
- Educational Assistance

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- Accessible facilities on base (i.e. Fitness facility, Swimming pool, etc.)
- CANEX Privileges
- Employee and Family Assistance Program (EFAP)

Salary: \$14.30/hr - \$19.02/hr

Conditions of Employment: Must be available to work all shifts (days, evenings, weekends and holidays)

Security:

- Reliability Status
- This process includes a police records check for service with the vulnerable sector.

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: July 2018

Posting Date: 08 June 2018

Application Deadline: 23:59 hrs Pacific Time on 21 June 2018

Application Submission: Submit resume to NPF HR Office quoting competition # BDN-18-038. Email: BordenRecruiting@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.