



## **EMPLOYMENT OPPORTUNITY**

### **SUPPORT CLERK**

**Posting Date: February 1, 2023**

**Closing Date: February 15, 2023**

Location: North Bay, ON

Schedule: M-F 8:30 am to 4:30 pm

Job type: Full-time, Permanent

#### **Education**

Administrative Assistant diploma, or equivalent experience of 1 – 2 years

Secondary School diploma or equivalent certificate

Strong Computer Skills: MS Excel; MS Office; MC Word; Outlook

#### **What You'll do in the role:**

The Support Clerk will provide administrative, clerical and project support services for field crews of Young Forestry Services. The primary responsibility of this position is to provide:

1. Locates with Ontario One Call;
2. Clerical services for Assets Management Program (Panda);
3. Clerical services for Vehicle and Transportation Safety Program (Samsara);
4. Communicate on a regular basis with Crew Leaders and Supervisors to plan and prepare for upcoming work;
5. Assist with reception duties as required;
6. Experience with ELD's (Electronic Logging Devices) is an asset; requires familiarity with Canada's Hours of Services for Commercial Motor Vehicles)
7. Other duties as required

#### **Qualities you require to fulfill the position:**

1. Must be able to multi task;
2. Must be able to make quick decisions;
3. Must be able to work independently;
4. Must be able to work well with a team;
5. Must have great sense of detail;
6. Must be reliable;
7. Must have a high-level sensitivity to Indigenous issues

Please submit your resume with references to: [reception@youngforestryservices.com](mailto:reception@youngforestryservices.com)

\*include "Support Clerk" in the subject line\*