

525 office help 525 office help 525 office help 525 office help 540 hotel restaurant 540 hotel restaurant 510 general help 510 general help 100 houses for sale

SUPPORTING OUR COMMUNITIES THROUGH SERVICE EXCELLENCE

The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as the fastest-growing part of the Greater Toronto Area are our challenging, diverse career opportunities, ideal location and excellent quality of life.

HR Services Clerk

In this casual position, working a variable schedule on Tuesdays, Wednesdays and Thursdays, you will provide services pertaining to the Human Resource Services Corporate Learning Division. With one year of general office and reception experience behind you, you will excel at providing general information to regional staff and the public, and performing various typing, clerical, filing, reception, mail and telephone duties. You have successfully completed a Business Studies course, and gained a thorough knowledge of general office procedures and related equipment. Proficiency in a Windows environment, using MS Office and PeopleSoft, is essential, as are keyboarding skill of 50 w.p.m. and the ability to work well both independently and in a team. This position is located at 50 High Tech Road, Richmond Hill.

Please forward your resume, quoting Competition #3711, by December 8, 2003, to the address indicated. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Regional Municipality of York
Corporate Services Department
Human Resource Services Branch
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@region.york.on.ca

www.region.york.on.ca



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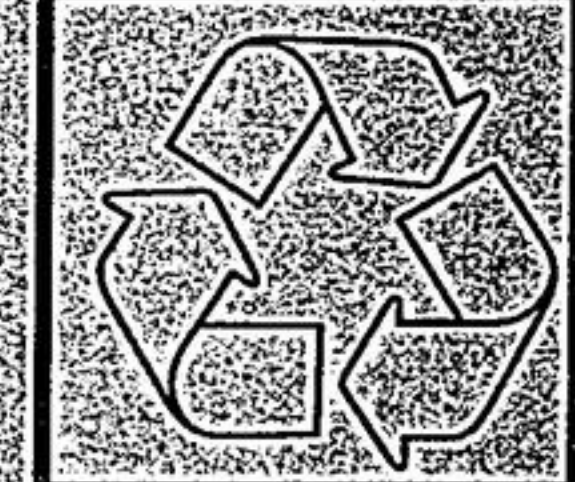
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510 general help

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510 general help

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