



COUNTY OF RENFREW
Social Services Department
Renfrew County Housing Corporation
EMPLOYMENT OPPORTUNITIES

The mission statement of the Renfrew County Housing Corporation is to provide, under legislation, equitable and accessible services to all applicants seeking rent-g geared-to-income accommodation in Renfrew County.

CLERK/RECEPTIONIST II
(Contract – Up to One Year Term)
Arnprior Site
Competition #10-11

Reporting to the Site Supervisor, the Clerk/Receptionist II is responsible to provide reception, administrative, financial and data support services.

Qualifications:

- A minimum of one-year post secondary education in business administration
- A minimum of six (6) months experience in a financial environment involving calculation and report preparations would be an asset.
- Strong interpersonal skills combined with excellent written and verbal communications skills along with a requirement for computer proficiency.
- Knowledge of legislation and regulations relevant to Social Housing would be an asset.
- A valid driver's license is required.

Compensation: \$20.67 - \$23.38 per hour. No benefits.

BUILDING CUSTODIAN
(Maternity Leave – Up to One Year Term)
Renfrew Site
Competition #10-12

Reporting to the Operations Coordinator, the Building Custodian is responsible for the maintenance, care, security, cleanliness and general custodial duties throughout the portfolio as assigned.

Qualifications:

- Successful completion of grade 12.
- A minimum of three (3) months of related experience.
- Strong interpersonal skills combined with good written and verbal skills.
- Proficiency in the use of tools and equipment required to perform the functions would be an asset.
- Physically capable of performing all assigned duties.
- A valid driver's license is required.

Compensation: \$20.84 - \$21.79 per hour. No benefits.

For full job descriptions, please see the County of Renfrew website at
<http://www.countyofrenfrew.on.ca/humanresources/UnionJobDescriptions.html>

Please send your resume, stating applicable competition number, by 4:00 p.m., **Friday, January 29, 2010** to:

Human Resources
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5
FAX: (613) 735-7590
EMAIL: hrinfo@countyofrenfrew.on.ca
(in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted.