



**SAULT
STE. MARIE**

Job Vacancy

Position: Office Services Clerk
Job Posting: 042-050-2026
Department: Corporate Services
Division: Clerks
Status: Part Time

Wage Range: \$28.01 – \$31.94
Job Class: 5
Shifts: up to 24 hours/week
Posted: May 6, 2026
Closes: May 13, 2026, 4:30pm

Purpose:

- Perform various clerical tasks to support Office Services.
- Undertake a variety of activities ranging from copying, scanning, print shop services, mail pickup and delivery, and stores inventory.

Primary Duties and Accountabilities include but are not limited to:

- Receive, sort, pick up and deliver mail to various departments.
- Operate postage meter and deposit mail for delivery within required timeframes.
- Operate copiers, scanners and various print shop devices; e.g. folder/stuffer, burster, combo punch, drill press, etc.
- Complete work orders, as assigned.
- Assist with basic operation of equipment; e.g. loading paper, replacing toner, etc.
- Assist with shipping and receiving parcels; e.g. prepare packages, shipping labels, etc.
- Assist maintaining stores inventory and supplies.
- Answer phone and respond to queries.
- Provide coverage for Coordinator Office Services, as needed.
- Maintain a working knowledge of the City's Health & Safety Policies and Procedures.
- Perform other related duties as assigned.

Qualifications:

- College Diploma in a related field; e.g. Office Administration, etc., **OR** combination of Secondary School Diploma and three years direct office experience.
- One year municipal / government experience, is preferred.
- Computer literacy in a Microsoft environment including Excel, Word, Outlook, etc.
- Experience with operation of various print shop equipment; e.g. photocopier, postage meter, folder/stuffer, laminator, drill press, cutter, burster, combo punch, etc., is an asset.
- Ability to read, write, and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 042-050-2026 Office Services Clerk

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*