

JOB TITLE	CORPORATE SERVICES ASSISTANT
Recruitment Ref #	JD-F103
Location	Finance & Community Spaces Department (Civic Centre Resource Library)
Start Date	November 2022
Hours	35 hours per week as scheduled. May be required to work outside of regular working hours.
Responsibilities	Responsible for providing administrative assistance to the Deputy CEO of Corporate Services and the Supervisor of Finance and Community Spaces, that includes maintaining files, researching, analyzing, compiling, and preparing reports, and supporting facility related projects. Maintains City of Vaughan chargebacks, VPL asset inventory, attendance management, and collection agency records. Reviews and prepares voucher entries into PeopleSoft. Works with the Staff Engagement department to ensure the alignment of staffing records and financial records and prepares a variety of correspondence.
Requirements	<ul style="list-style-type: none"> • Diploma in Business Administration or other relevant subject area or equivalent • Advanced level of proficiency in MS Excel • Minimum of three years administrative office experience • Ability to understand and correctly administer Board policies and procedures • Excellent interpersonal, communication, and organization skills • Ability to organize and prioritize workload • Ability to use discretion when handling confidential information
How to Apply	<p>Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #JD-F103. Incomplete submissions will not be accepted.</p> <p>Applications should be addressed to: Christine Fiorini, Deputy CEO Corporate Services, Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted either by email at: vpjjobs@vaughan.ca.</p>
Closing Date of Posting	NO LATER THAN SUNDAY, OCTOBER 23, 2022 BY 4:00 P.M.
For Further Information	Contact Christine Fiorini, Deputy CEO Corporate Services, at 905-653-7323, extn. 4607.
Other	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. Vaughan Public Libraries is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> <p>Vaughan Public Libraries has implemented a <u>mandatory</u> vaccination requirement for all its employees. Proof of full vaccination will be required upon receiving a conditional offer of employment. Vaughan Public Libraries will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.</p>