



Service de transport des élèves

Windsor – Essex

Student Transportation Services

JOB VACANCY UNIFOR LOCAL #2458

In compliance with the current collective agreement between WESTS and Unifor Local 2458, the following job vacancy posting is provided.

Applications will be received by Gabrielle McMillan, General Manager, by email at gabrielle@buskids.ca or hard copy to WESTS 360 Fairview Ave. W. Essex, ON N8M 2G4 up to 4:30 p.m. on **Friday, May 21, 2021**.

NUMBER: 2021-02

JOB TITLE: TRANSPORTATION CLERK/SAFETY OFFICER

QUALIFICATIONS:

- Completion of post-secondary education in secretarial or executive assistant course.
- Basic bookkeeping or accounting experience. Experience with Sparkrock Accounting considered an asset.
- Computer skills in Microsoft suite and database required.
- Experience and demonstrated customer service skills.
- Excellent communication skills both written and verbal.
- Ability to work independently and in a team environment.
- Fluency in both French and English considered an asset.

SUMMARY OF DUTIES:

Responsible for providing support services to the General Manager as well as clerical support in areas of bookkeeping, reception, record management and minute taking. Provides support to the Operations Coordinator for special education busing requirements. Acts as safety coordinator for both internal busing issues and supports the Windsor Essex Safety Patrol Committee.

HOURS OF WORK: 35 hrs/ week as per Article 21 of the Collective Agreement

RATE OF PAY: **\$29.63 PER HOUR**

START DATE: **June 21, 2021**