



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Travel Clerk
DEPARTMENT	Finance
REPORTS TO	Business Manager
CLASSIFICATION	Full-Time
LOCATION	Moose Factory, ON
POSTING DATE	January 10, 2023
CLOSING DATE	January 23, 2023 at 4:30 p.m.
COMPETITION NUMBER	17-23

POSITION RESPONSIBILITIES:

The Travel Clerk is responsible for implementing effective processes and procedures applying to travel for clients/foster parents/staff/individuals outside of the organization, arranging all travel and accommodations for Board travel for conferences/meetings and for maintaining accurate schedules of current/past travel arrangements including reconciliation of accounts for the purpose of program and financial reporting.

QUALIFICATIONS:

- Ontario Secondary School Diploma
- 3-5 years in a secretarial/administrative position in a financial/office setting
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure
- Ability to work well with people, communicate well on the phone and in writing to request for information
- Class "G" Drivers' License and COVID-19 Proof of Vaccination are Mandatory

SALARY: \$51,504 - \$58,344 annually plus excellent benefits package

Job description can be obtained by emailing hr@payukotayno.ca

SUBMIT COVER LETTER, RESUME & THREE (3) WORK REFERENCES (and email addresses) WITH PERMISSION TO CONTACT, TO:

Director of Human Resources
 Payukotayno: James and Hudson Bay Family Services P.O.
 Box 189, Moosonee, ON P0L 1Y0
 Fax: 844-444-0627 Email: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Please note that preference may be given to qualified Cree Speaking applicants in our hiring process. We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department.