



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 29, 2024
CLOSING DATE	February 12, 2024 at 4:30 p.m.
COMPETITION NUMBER	10-24

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: \$55,171 - \$62,499 annually plus excellent benefits package

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.

We are an equal opportunity Employer. If you require a disability related accommodation to participate in the recruitment process, please contact the Human Resources Department