



# Office Clerk

## **CFMWS – WHERE PURPOSE MEETS PASSION!**

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

**SALARY:** 18.38 – 20.58 CAD Per Hour

**LOCATION:** Niederheid, Germany

**POSITION TYPE:** Temporary Part Time – Up to 26 Hour Per week

## **THE ROLE**

Under the supervision of the Community Services Manager, the Office Clerk prepares, keys in, edits, proofreads and finalizes correspondence, reports, statements, invoices, forms, presentations, and other documents. They Will be responsible for responding to telephone, in person or electronic enquiries and will provide general information to clients and the public. They Will also set up and maintain filing systems, orders, as well as maintain office supplies.

## **QUALIFICATIONS NEEDED**

### **Education, Certifications and Licenses**

High school diploma AND several years' experience in office administration or related field

### **Experience**

In office administration

In bookkeeping

In providing customer service

In applying policies, procedures and regulations

In using software for word processing, spreadsheets, presentations, databases, email and Internet browsing

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

## **LANGUAGE REQUIREMENTS**

English or French Essential (Bilingual an Asset)

Reading: Functional

Writing: Functional

Oral: Functional

## **BENEFITS AVAILABLE**

**Health Benefits:** Employee and Family Assistance Program and mental health support.

**Work Life Balance:** Paid/unpaid leave, including vacation pay, family related leave and personal days.

**Learning and Development:** Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

**Perks:** Discounts provided through CF One Member Appreciation.

## **OTHER INFORMATION**

This is an on-site position with an assigned work location.

This Category I position is open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe: mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

Reliability Security Clearance Required.

**Application deadline: Open Until Filled**

## **START DATE**

As soon as possible

## **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**To apply, scan the QR code which will take you to the application page.**



**Or click on the following URL:** <https://ca01-apply.sabatalentlink.com/apply-application-form?jobId=QDCFK026203F3VBQBL0LO8MBD-45361>

**To view all opportunities:**



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Do not see an opportunity that currently interests you? Visit [www.cfmws.ca/careers](http://www.cfmws.ca/careers) and apply to our General Application.