



ADMINISTRATIVE CLERK – ACCOUNTS PAYABLE

This job posting is funded through the [Canada Summer Jobs program](#). Candidates must meet the following requirements of the program to apply: between 15 and 30 years of age (inclusive) at the start of employment; is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under; *and* is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

POSITION SUMMARY:

The Administrative Clerk, Accounts Payable will provide assistance and support with various accounts payable duties under the supervision and mentorship of the AP Manager for the purpose of gaining valuable job experiences and business knowledge under the Canada Summer Jobs program.

WHAT YOU'LL DO:

Through continuous supervision and mentorship, the employee is expected to;

- demonstrate positive interpersonal skills that respects and values the contribution of their peers and customers,
- demonstrate initiative when needed or requested,
- demonstrate the willingness to learn and apply new learnings to the established processes,
- exhibit professionalism that follows TransForm values and policies,
- demonstrate the ability to handle stressful situations or conflict,
- learn and improve core competencies and personal excellence
- improve business skills; accurate data entry, organization, customer relations, deadlines, communications, analytical & problem solving, MS Office application proficiencies, and
- value positive constructive feedback and adjust accordingly.

MUST- HAVES:

- Minimum high-school diploma, or in pursuit of
- Less than one year working experience
- Must meet the Canada Summer Jobs requirements as listed above

OTHER CONDITIONS:

- Minimal exposure to disagreeable conditions typical of an office position: exposed to stress and pressure associated with multiple priorities and deadlines
- Must be able to travel within the Southwestern Ontario area, when required
- Must be able to work evenings and weekends, when required

Company: TransForm Shared Service Organization

Location: Chatham, ON

Posting Period: April 27, 2021 to May 4, 2021 closed at 4:00pm

Employment Type:
35 hours per week for 8 weeks

Scope: Internal & External

Conditions: Current business reference checks, vulnerable sector police clearance, and immunization medical clearance



ABOUT US:

TransForm Shared Service Organization, a non-profit, unique, innovative, results-driven organization founded by hospitals in the Erie St. Clair region. Our services include: information technology and information management support, sourcing and contract management, purchasing and logistics services, as well as project management. Our Mission is to deliver exceptional service and create new innovative ways to support the health system by enhancing value and improving patient outcomes. If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization.

Want to know more about TransForm? Visit our [website!](#)

TEAM BEHAVIOURS:

Collaboration

Accountability

Teamwork

Respect

HOW TO APPLY:

- ✓ Please email a copy of your cover letter and resume to HR@transformssso.ca.
- ✓ Reference the job and where you found the job posting in the subject line of the email.

TransForm is an equal opportunity employer and is committed to fair and accessible employment practices that attract and retain employees. Upon request, accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.

By applying to this position, you are confirming you possess a Canadian citizenship or a permanent resident status or work permit.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

TransForm is currently not accepting applications or solicitation from recruitment agencies. Thank you for your cooperation.

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