



Canadian
Heritage

Patrimoine
canadien

Canada



(CR) Clerk

Some relevant fields of study: administration, office automation, bookkeeping, finance, documentation techniques, office management.

Our clerks are vital to the support of PCH's administrative operations. Their key roles and duties include:

- Managing and tracking records and correspondence
- Providing support for various projects
- Coordinating and organizing meetings
- Organizing travel
- Preparing reports
- Monitoring financial transactions (e.g. contracts, invoicing, etc.)
- Inputting data
- Answering telephones
- Word processing

Salaries range from **\$42,897** to **\$50,755** (CR-04 to CR-05)
Effective June 21, 2010

