EMPLOYMENT OPPORTUNITY

Office Clerk 1

Town Hall

The Town of Channel-Port aux Basques is accepting applications for a temporary full-time Office Clerk 1 for 40 hours / week. *(with the potential of being a full-time permanent position)*

Under the general supervision of the Town Clerk, the Office Clerk I performs a variety of skilled tasks and is responsible for clerical, technical and non-technical support to the Administration and Public Works Department, as well as residents, developers, and contractors. **Duties include <u>but are not limited to</u>:**

- Greeting customers at the front desk
- Answering phone calls
- Processing various payments (cash, debit machine, cheques and online payments)
- Bank deposits
- Issue permits
- Poll tax invoices
- Updating the roll book and accounts in TownSuite software
- Tax Requests, Compliance Letters and Tax Certificates

Qualifications:

- Successful completion of high school, supplemented by a post-secondary diploma in office, business, accounting or another related field. An equivalent combination of experience and education may also be considered;
- Minimum of three (3) years experience in an administrative/bookkeeping environment;
- Detailed knowledge of and experience with Microsoft Office, Excel and accounting applications;
- Demonstrated ability to deal with the public with tact and diplomacy;
- Ability to communicate effectively, both orally and in writing;
- Demonstrate a high level of organizational and problem solving skills
- Ability to multi-task

Wage: per collective agreement NAPE 1805 <u>Probationary Rate:</u> $20.43/hour <u>Union Rate</u>: $ 24.03/hour

Anticipated start date: October 7, 2024

Deadline to apply: Wednesday, September 25, 2024 at 4:00pm

Submit a resume detailing qualifications and experience along with three (3) work references, to the attention of the Town Clerk, Lydia Francis:

Town Clerk, Town of Channel-Port aux Basques,
P.O. Box 70, Port aux Basques, NL A0M 1C0
Email: lfrancis@portauxbasques.ca

In accordance with the Access to Information and Protection of Privacy Act, 2015, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The Town of Channel-Port aux Basques is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.