



**BAY ROBERTS**

CARVED BY THE SEA

**Town of Bay Roberts  
Employment Opportunity  
Clerk/Receptionist – Term Position (1 Year)**

The Town of Bay Roberts invites applications the position of Clerk/Receptionist. Applicants are advised that this position is for a one year term only, with no guarantee of employment beyond that period. Normal Working hours will be 35 hours per week 8:30 am to 4:30pm.

**Required Skills**

- General knowledge and understanding of office procedures
- Well-developed oral and written communications skills
- Ability to manage basic accounting tasks
- Knowledge of computer technology including typing skills
- Strong interpersonal skills combined with tact and diplomacy
- Ability to work well with others and with minimal direction

**Qualifications**

- Diploma program in Business Administration, Accounting or other equivalent program
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the duties of this position
- Completion of computer courses and familiarity with computer software in a Windows environment. Examples include knowledge of WordPerfect, Microsoft Office Suite etc...
- Be an energetic self-starter capable of multi-tasking
- Must be bondable and applicant will be required to provide a Certificate of Good Conduct

To apply for the above position, please forward resume stating qualifications, experience, certificates and references to the undersigned on or before 4:00 p.m. on November 27<sup>th</sup>, 2018.

Town Clerk  
Christine Bradbury  
321 Water Street, P. O. Box 114  
Bay Roberts, NL A0A 1G0  
Fax # (709) 786-2128  
E-mail: [cbradbury@town.bayroberts.nf.ca](mailto:cbradbury@town.bayroberts.nf.ca)

We thank all those who apply but only those selected for interviews will be contacted.