



BAY ROBERTS

CARVED BY THE SEA

**Town of Bay Roberts
Employment Opportunity
Clerk/Receptionist – Temporary Position**

The Town of Bay Roberts invites applications for the position of Clerk/Receptionist. Applicants are advised that this position is casual for holiday, sick time and potential maternity leave relief. There is no guarantee of employment beyond these times. Normal Working hours will be between Monday and Friday 8:30 am to 4:30 pm depending on need.

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 Office 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

The rate of pay for the position will be \$18.50 per hour. 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 July 21st, 2022.

Chief Administrative Officer
Nigel Black
321 Water Street, P. O. Box 114
Bay Roberts, NL A0A 1G0
Fax # (709) 786-2128
E-mail: nblack@town.bayroberts.nf.ca

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