Town of Stewiacke

Employment Opportunity

2 year Term Full-time
Receptionist / Administration Clerk

The Town of Stewiacke is accepting applications for a 2-year term Receptionist / Administration Clerk. This position will report directly to the Manager of Finance.

This position provides a broad range of clerical and administrative support for the Town Office. Responsibilities include, but are not limited to, receiving monies paid to the Town; receive, assess and refer (to the appropriate staff member) general inquiries made in person or by phone; receive, verify and process invoices in a timely and accurate manner; receive, log and distribute incoming correspondence; organizing daily workload to meet priorities and demands; and other duties related to the smooth operations of an office.

The ideal candidate will have successfully completed Grade XII and hold a diploma from a recognized business program supported by three years related experience or an acceptable equivalent. The successful applicant will have excellent knowledge of Microsoft Office; be able to deal with the public with tact, diplomacy, fairness and without prejudice. Must be able to work independently, as well as in a team environment.

The salary is commensurate with qualifications and experience.

Qualified applicants are invited to apply via email to the undersigned by 4:00 p.m. December 23rd 2022

Only those candidates selected for an interview will be contacted.

Randi-Lynne Buchi
Manager of Finance
Town of Stewiacke
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