

# EMPLOYMENT OPPORTUNITY



# Township of Pickle Lake

## RECEPTIONIST Temporary Full Time Competition #: 2017-009

### DUTIES:

- Able to fulfill reception duties at the Township Office, answering phones and directing calls appropriately, inquiries from the public; daily cash closing and balancing;
- Sign up clients, processing and activating fitness centre memberships;
- Maintaining and updating filing systems and mailings, faxing and emailing;
- Word processing correspondence, council minutes, agendas, resolutions and letters;
- Pick up / delivery of mail;
- ServiceOntario Driver, Vehicle and Health Card Processing;
- Website and social media administration.

### QUALIFICATIONS:

Minimum of secondary school diploma. Full G License

Experience: POS System, Records Management, Filing, Microsoft Office including outlook, word, excel and publisher, Cash Handling, Customer Service, Accounting system experience an asset. Graphic design an asset.

The following are all essential: excellent customer service, interpersonal and communication skills both (written and oral); proficiency with Word and Excel; ability to organize and prioritize daily working assignments; time management and organizational skills are essential to meet timely deadlines; ability to work independently and as part of a team.

### **5 Year Criminal Record Check Required**

**Résumés with cover letter quoting competition number will be received by the undersigned until September 15, 2017 at 12:00 PM.**

**Wage as per working agreement \$18.19 to 22.99 / hour, based on experience.**

**We thank all applicants, however, only those considered for an interview will be contacted.**

**As per the Accessibility for Ontarians with Disabilities Act, applicants with disabilities are encouraged to apply. Please visit our website at [www.picklelake.org](http://www.picklelake.org) for more details on our accessibility and accommodation policy.**

**TOWNSHIP OF PICKLE LAKE  
ERKKI POHJOLAINEN  
CLERK TREASURER  
2 ANNE ST. — BOX 340**

**PHONE: 807-928-2034  
FAX: 807-928-2708**

**E-Mail: [clerktreasurer@picklelake.org](mailto:clerktreasurer@picklelake.org)**

**Personal information collected for this competition is authorized under Section 207(45) of the Municipal Act R.S.O. 1990, as amended, and will be used to determine eligibility for employment.**