

EMPLOYMENT OPPORTUNITY



Township of Pickle Lake

RECEPTIONIST Casual—Rotational Competition #: 2018-004

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;
- 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 April 20, 2018 at 04:30 PM.

Wage as per working agreement \$18.46 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 for more details on our accessibility and accommodation policy.

**TOWNSHIP OF PICKLE LAKE
JAMIE HUSSEY
ACTING CLERK TREASURER
2 ANNE ST. — BOX 340**

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

E-Mail: 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.

Posted April 2, 2018