



Township of Pickle Lake Job Posting

EXTERNAL

Full-time RECEPTIONIST – Competition #2023-02

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.
- Pick up/delivery of mail.

QUALIFICATIONS:

- Secondary School Diploma/Equivalent, Valid G2 or G License
- Previous office experience is an asset.

EXPERIENCE:

- POS System, Records Management, Filing, Microsoft Office including Outlook, Word, Excel and Publisher, Accounting, cash handling experiences an asset.
- The following are all essential: excellent customer service, interpersonal and communication skills both written and oral; 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 as a team.

Criminal Record Check Required

Resumes with cover letter quoting competition number will be received by the undersigned until:

Application Deadline: May 11th, 2023

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

Lynda Colby, Clerk

Email: townclerk@picklelake.org