EMPLOYMENT OPPORTUNITY

OUR MISSION

To strive for excellence by displaying the highest level of integrity and dedication towards the residents of the City of Bathurst and its stakeholders while demonstrating resourcefulness that allows for respect, creativity, and innovation.

The City of Bathurst is now accepting applications for the following position:

DISPATCHER

TERM OF POSITIONS:

- Part-Time positions with the Bathurst Police Force.

DUTIES:

- Reporting to the Communications Supervisor, incumbents are responsible for handling all emergency calls, non-emergency and administrative calls and receiving complaints and inquiries from the public. Must also evaluate calls according to established protocol, dispatch calls in order of priority, operate police/fire specific programs, and perform clerical office duties and other related duties.

REQUIREMENTS:

- Secondary level diploma or equivalent;
- Experience in multitasking customer service experience is an asset;
- Must be flexible to accommodate the employer when needed on short notice;
- Must be willing to work rotating shifts and overtime as required;
- Ability to function in both official languages (English and French), spoken and written is required.
- Excellent interpersonal and communication skills;
- All individuals will be subject to a security clearance check, language testing and a typing test and hearing test.

SALARY:

- $26.83 / hour (As per the Collective Agreement);
- The City of Bathurst offers a competitive compensation and benefits package.

The City of Bathurst supports and encourages diversity, equity, and inclusion by providing a welcoming and respectful workplace for all.

If you would like to join our team, we invite you to submit your resume to:

Human Resources Department
150 St. George Street
Bathurst NB
E2A 1B5
Fax: (506) 548-0093
E-mail: jobs@bathurst.ca

The City of Bathurst thanks all those who apply, however, only those selected for an interview will be contacted. Your resume will be kept on file for a period of 6 months for future considerations.