



CITY OF BATHURST
150 rue St. George Street
Bathurst, New Brunswick
E2A 1B5

EMPLOYMENT OPPORTUNITY

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

CASUAL DISPATCHER

TERM OF POSITION: Casual Dispatcher for the City of Bathurst Police Department

DUTIES: Reporting to the Communications Supervisor and/or Shift Commander, incumbents are responsible for handling all emergency calls, non-emergency and administrative calls, receiving complaints and inquiries from the public, clerical office duties, operating PORS, CPIC and performing other related duties.

REQUIREMENTS: High school diploma, supplemented by clerical and/or secretarial courses.

Preferences could be given to candidates possessing a post secondary education in telecommunications in emergency services.

2 years of related experience in customer service experience (preferably in a call center setting).

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.

SALARY: \$23.41 / hour (As per the Collective Agreement)

Interested and qualified candidates are invited to submit their resume (in confidence) to:

Ms. Véronique Bourque
Human Resources Manager
150 St. George Street
Bathurst, NB
E2A 1B5
Fax: (506) 548-0581
E-mail: veronique.bourque@bathurst.ca

THIS COMPETITION WILL REMAIN OPEN UNTIL POSITION IS FILLED.

The City of Bathurst wishes to thank all those who will apply, however, only those to be interviewed will be contacted.