



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:

ARTISAN COORDINATOR

TERM OF POSITION: Reporting to the Promenade Waterfront Manager, this position is seasonal casual full time located at 24 Douglas Avenue, Bathurst, NB.

DUTIES: Managing inventory and insuring sales are properly registered
Key controls, cash balancing and record keeping
Recruiting artisans and managing volunteer schedules
Developing and managing workshops and activities
Managing the bike rentals at the promenade waterfront
Coordinating and planning tasks and events with waterfront employees
Keeping Chal-Baie Boutique properly merchandised, safe and clean.
Perform other duties as requested

QUALIFICATIONS: Secondary Education Diploma or the equivalent (*must provide proof*)
Ability to function in both official languages (English and French), spoken and written is required
Two years of experience in customer service, dealing with money and balancing cash

SALARY: To be negotiated

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

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

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