



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

EMPLOYMENT OPPORTUNITY

The City of Bathurst is looking for occasional clerical worker to fill current requests.

INSIDE WORKERS **C.U.P.E. LOCAL 1282**

CASUAL RECEPTIONIST/SECRETARY

- Duties:** The successful candidate will be responsible for receiving and responding to different inquiries by telephone, email or in person as the 1st layer contact; performing a small research on the inquiry before transferring calls, problem solving, data entry and any related duties as assigned by the supervisor.
- Shifts:** 8:00 a.m. to 4:00 p.m., Monday to Friday
- Wages:** \$23.09/hour - Per Appendix "B" of the collective agreement.
- Essential Qualifications:** Post-secondary diploma in office administration plus a minimum of 3 years of related experience.
- Excellent interpersonal and communication skills.
- Ability to function in both official languages (English and French), spoken and written is required

The successful candidate will possess the following behavioural competencies:

- Client Service Orientation
- Effective Interactive Communication.
- Teamwork and Cooperation

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: hr-rh@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.