



**TOWN OF ST. STEPHEN
EMPLOYMENT OPPORTUNITY
RECEPTIONIST AND ADMINISTRATIVE SUPPORT CLERK – Permanent Part Time**

The Receptionist and Administrative Support Clerk is responsible for reception, administrative and clerical duties, and customer service for the Town of St. Stephen, including the Garcelon Civic Center, to ensure the efficient operations and effective customer service in both facilities. This person will provide friendly and welcoming service to guests and patrons.

The preferred qualifications include:

- College diploma in business/office administration and/or a minimum 3-5 years of experience in a similar customer service environment
- Valid driver's license
- Criminal record check

An emphasis will be given to individuals who also have:

- Previous experience with data entry
- Excellent interpersonal skills including a pleasant telephone manner
- Experience with Microsoft Word, Excel, PowerPoint, website, and social media updates.

For a full job description, please visit www.town.ststephen.nb.ca.

Please submit your cover letter, resume and three (3) references to:

Town of St. Stephen

22 Budd Ave.

St. Stephen, NB E3L 1E9

Attn: Alison Estey

Or by email to: alison.estey@chocolatetown.ca

Or fax to 506-466-7701

Please reference competition number 06-2020

Closing Date: Monday, November 2, 2020

The Town of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.