



## Office Assistant/ Receptionist

The Municipality of Grand Lake is seeking an **Office Assistant/Receptionist**. Reporting to the Clerk, the Office Assistant/Receptionist is responsible for a variety of administrative duties and serves as the municipality's front desk receptionist.

The incumbent is expected to support and participate with a team-based environment within Administration.

Work hours are 8:00 am to 4:30 pm. Salary is commensurate with qualifications and experience. This is a full-time permanent position.

### Responsibilities

- Greets visitors in person or on the telephone; answer or refer inquiries.
- Take messages and communicate them to the appropriate people.
- Manage outgoing mail; sort, distribute and file incoming mail.
- Draft, review, retrieve, copy, fax, and file documents.
- Maintain employee directories and contact lists.
- Schedules meetings in Microsoft Office Calendar and may take minutes for employees, Council, and committees.
- Maintain office supplies.
- Operate and maintain office machines, including printers and copiers.
- Collects revenues for user fees, including sewer bills, as directed by the Treasurer.
- Ensure compliance with municipal rules and regulations.
- Preparing documents as required.

### Qualifications

- High school diploma
- 2 years of front desk experience or recent graduate from relevant post-secondary program
- Experience with office management, including maintaining supplies inventory (paper, pens, ink, etc.).
- Experience using and coordinating service calls for common office machines and tools, such as photocopiers and printers.
- Strong organizational skills and attention to detail
- A positive, professional, and welcoming presentation to the public
- Strong oral and written communication skills; active listening skills
- Ability to multi-task, comfortable in a fast-paced environment
- Strong interpersonal skills; relate easily to people of various backgrounds and personalities
- Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Keyboard and typing skills

**Closing date for this competition is February 3, 2025.**

Please send your resume via email to [andrea.mazerolle@municipalityofgrandlake.ca](mailto:andrea.mazerolle@municipalityofgrandlake.ca). Resumes can also be dropped off at either village office or mailed to:

Municipality of Grand Lake  
Att: Andrea Mazerolle  
10 Civic Court, Unit 1  
Chipman, NB E4A 2H9

OR

Municipality of Grand Lake  
Att: Andrea Mazerolle  
420 Pleasant Drive  
Minto, NB E4B 2T3