



Office Assistant/Receptionist

The Municipality of Grand Lake is currently accepting applications for the position of Office Assistant/Receptionist. This front-line administrative role is a key part of our municipal team, reporting directly to the Clerk and supporting daily operations through a range of office and customer service responsibilities.

Work Schedule

- We are currently looking for a dedicated and skilled individual to join our team as an Office Assistant/Receptionist to provide maternity leave coverage.
- Monday to Friday, 8:00 am – 4:30 pm
- Salary: Commensurate with qualifications and experience

Key Responsibilities

- Greet visitors and answer telephone calls; respond to or direct inquiries
- Take and deliver messages to appropriate staff members
- Handle incoming and outgoing mail and maintain filing systems
- Prepare, copy, scan, fax, and manage documents
- Maintain contact lists and employee directories
- Schedule meetings and maintain calendars in Microsoft Outlook
- Monitor and order office supplies
- Operate and arrange service for printers, copiers, and other office machines
- Collect municipal revenues, including sewer bill payments (under Treasurer's direction)
- Ensure adherence to municipal procedures and regulations
- Assist in preparing documents and reports

Qualifications

- High school diploma required
- Minimum 2 years' front desk or office administration experience, or a recent graduate of a related post-secondary program
- Experience maintaining office supply inventory and coordinating equipment service
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Excellent organizational and time-management skills
- Professional and friendly demeanor with strong interpersonal skills
- Effective oral and written communication; attentive listening
- Ability to multi-task and adapt in a busy environment
- Proficient keyboarding and typing skills

This position is ideal for an organized, personable, and detail-oriented individual who thrives in a fast-paced, team-based municipal setting.

NOTE: Qualified candidates from this job posting may be considered for future vacancies or similar positions.

Interested parties can submit their resume and cover letter via **email** to:
info@municipalityofgrandlake.ca

or **in-person** to the attention of **Andrea Mazerolle** at either:

Chipman Municipal Office	or	Minto Municipal Office
10 Civic Court, Unit 1		420 Pleasant Drive
Chipman, NB E4A 2H9		Minto, NB E4B 2T3

Closing date for this competition is **June 30, 2025 at 1:00 p.m.**