



Administrative Support Clerk

Six (6) Month Full Time Position

The Town of Pouch Cove has 2070 citizens with the great fortune of being the “the first to see the sun” in North America. Pouch Cove is a friendly place located on the northern tip of the Avalon Peninsula in Newfoundland and Labrador neighboring the Towns of Torbay, Flatrock, and Bauline and is approximately 12km north of the St. John’s International Airport. One of the most striking features of living in Pouch Cove is a best-of-both-worlds lifestyle of rustic living with all the urban amenities you will need at your doorstep. As a small town, we provide great municipal services such as drinking water treatment, water distribution, wastewater collection, stormwater management, waste management, fire protection, land-use planning, economic development, snow clearing, road maintenance, sports field maintenance, and recreational programs. We understand the value of keeping property taxes low and, with a growing population, the Town of Pouch Cove is proud to keep pace with modernizing, expanding, and investing in its offering of municipal services.

The Town of Pouch Cove is seeking an Administrative Support Clerk within the Administrative Services Department. This is a non-union position reporting to the Chief Administrative Officer (CAO).

This position is accountable for providing administrative support to the CAO and Council. This includes but is not limited to:

- maintaining the Town’s record management system;
- arranging meetings;
- reception duties;
- accepting payments;
- preparing deposits; and
- attending Council meetings to take minutes.
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Qualifications:

- Post-secondary courses in office administration or business administration or combination of experience and education is required;
- Three (3) years’ experience in an office environment is required;
- Proficiency in Microsoft Office is required;
- Can work independently and as part of a team;

- Ability to deal with the public, various agencies and internal staff in a professional manner;
- Excellent communication skills;
- Strong time management and organizational skills, and
- Municipal experience would be considered an asset;

The Administrative Support Clerk will work within the Administration Department at the Town Hall. The salary for this position is \$19/hourly which equates to \$34,580 Annually. This is a nonunionized position.

The deadline to apply is July 14, 2023.

The Town of Pouch Cove is an equal opportunity employer.

Apply in confidence by submitting your resume to:

Town of Pouch Cove

660 Main Road

P.O. Box 59

Pouch Cove, NL A0A 3L0

F: (709) 335-2840

Email: conradfreake@pouchcove.ca

The Town of Pouch Cove would like to thank applicants for their interest. Only those candidates selected for interviews will be contacted.