



TOWN OF POUCH COVE

Job Advertisement Office Staff

About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being “the first to see the sun” in North America. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

The Position

We are looking for a motivated, energetic, and enthusiastic individual to join our administrative office staff for the summer. Duties include but are not limited to answering and directing phone calls, taking messages when necessary, and providing general administrative support such as filing, photocopying, scanning, and data entry.

Qualifications:

- Excellent communication skills with both adults and children
- The ability to multitask
- Excellent communication skills
- Experience working with the public and interacting with visitors at the Town Hall
- Age 16 years and older
- Knowledge in Microsoft Office Suite (Word, Excel, Outlook)
- Must have an updated RNC Certificate of Conduct, including vulnerability check*

***Not required to apply; however, required before beginning employment for a successful candidate.**

Period of Employment

June 23rd, 2025 – August 27th, 2025

8:30 am – 4:00 pm

35 hours/week

\$16.00/hour

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence, to Jennifer Langmead, at jenniferlangmead@pouchcove.ca, or delivered to the Town Hall (660 Main Road, Pouch Cove) no later than

Friday, April 25th 2025 at 4:00 pm.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.