EMPLOYMENT OPPORTUNITY

The City of Bathurst is now accepting applications for the following position:

ASSISTANT CITY CLERK

TERM OF POSITION

- Permanent Full Time position with the Management Team.

DUTIES

- Reporting directly to the Clerk's Department, the candidate will provide high quality of administrative and clerical assistance support to the CAO, City Clerk, City Solicitor, Mayor, and Council.
- The Assistant City Clerk`s main duties include scheduling and preparation of meetings, drafting minutes and follow-up action reports, records management, correspondence, and other related duties. Also, the successful candidate will be working closely with the Mayor in the preparation of meetings and appointments by contacting the participants, filing, correspondence, booking meeting rooms other related duties.
- The candidate must be able to maintain strict confidentiality and professionalism at all time.

QUALIFICATIONS

- The candidate must possess a diploma in Office Administration or related field with a minimum of Five (5) to Seven (7) years of progressively responsible related experience.
- Provincial Records Management Certification will be considered a strong asset.
- Strong knowledge of computers and word processing is essential.
- Excellent oral and written communication skills and the ability to function in both official languages (English and French) are required.
- An equivalent combination of education, training and experience may be considered.
- The successful candidate must be open to new challenges and able to work within a fast-paced team environment.
- Proof of full COVID-19 vaccination is required.

Applicants must clearly demonstrate the essential qualifications to be given further consideration.

SHIFTS

- 8:00am to 4:00pm, Monday to Friday (occasional evenings, if attending council meetings).

SALARY

- In accordance with the Management Salary Structure.

Interested and qualified candidates are invited to submit their cover letter and resume (in confidence) to:

Human Resources Department
City of Bathurst
150 St. George Street
Bathurst, NB
E2A 1B5
Fax: (506) 548-0093
E-mail: jobs@bathurst.ca

The City of Bathurst thanks all those who will apply, however, only those to be interviewed will be contacted.