



EMPLOYMENT OPPORTUNITIES

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

DISPATCHER

TERM OF POSITIONS

- Part-Time positions with the Bathurst Police Force.

DUTIES

- Reporting to the Communications Supervisor, incumbents are responsible for handling all emergency calls, non-emergency and administrative calls and receiving complaints and inquiries from the public. Must also evaluate calls according to established protocol, dispatch calls in order of priority, operate police/fire specific programs, and perform clerical office duties and other related duties.

REQUIREMENTS

- High school diploma or equivalent;
- Experience in multitasking customer service experience is an asset;
- Must be flexible to accommodate the employer when needed on short notice;
- Must be willing to work rotating shifts and overtime as required;
- Ability to function in both official languages (English and French), spoken and written is required.
- Excellent interpersonal and communication skills;
- All individuals will be subject to a security clearance check, language testing and a typing test and hearing test.

SALARY

- \$25.72 / hour (As per the Collective Agreement);
- **The City of Bathurst offers a competitive compensation and benefits package.**

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.