



# EMPLOYMENT OPPORTUNITY

## OUR MISSION

To strive for excellence by displaying the highest level of integrity and dedication towards the residents of the City of Bathurst and its stakeholders while demonstrating resourcefulness that allows for respect, creativity, and innovation.

In accordance with the provisions of Article 15.02 of the Collective agreement between C.U.P.E. Local 1282 and the City of Bathurst, the following vacancy is hereby posted:

### **FRONT DESK RECEPTIONIST**

#### **JOB DESCRIPTION:**

Reporting to the Deputy Treasurer, the Front Desk receptionist is responsible to perform secretarial, clerical and receptionist duties for City Hall Administration.

#### **SHIFTS:**

Monday to Friday 8 a.m. to 4 p.m. as per operational needs.

#### **WAGES:**

\$28.68 (Level B), in accordance with the Collective Agreement.

#### **LENGTH OF TRIAL PERIOD:**

60 days, as per Collective Agreement.

#### **REQUIRED QUALIFICATIONS:**

- Graduation from a one (1) year post-secondary education in a secretarial program with a minimum of 3 years of experience in a similar position;
- Attention to detail, thoroughness, organization, reviewing information, customer relationship, high level of confidentiality;
- Computer proficiency (ex. Ability to work in a financial software, Word, Excel, Outlook), data entry skills;
- Ability to manage time effectively, multitask, set priorities, and meet deadlines;
- Bilingual- Written and spoken- both official languages.

**The City of Bathurst supports and encourages diversity, equity, and inclusion by providing a welcoming and respectful workplace for all.**

If you would like to join our team, we invite you to submit your resume **on or before Friday May 26, 2023** to:

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

The City of Bathurst thanks all those who apply, however, only those selected for an interview will be contacted. Your resume will be kept on file for a period of 6 months for future considerations.