

Administrative Support Clerk Casual On-Call Position

Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.

The Municipality of Colchester is seeking casual on-call Administrative Support Clerk to join our team. The administrative support clerk is scheduled to fill in for full-time administrative support staff during periods of vacation and/or illness. The Administrative Support Clerk provides administrative and clerical support and receptionist services to multiple municipal departments within the courthouse and Kemptown. The position requires a highly motivated and resourceful individual with a strong focus on customer service with a pleasant phone manner. Applicants must have well developed communication and organizational skills and be capable of working independently and as part of a team.

The successful candidate must have exceptional interpersonal skills to effectively interact with the public, all levels of staff and external agencies; experience operating a help-line phone system considered an asset. Post-Secondary education in office administration and/or related field combined with office administration experience and exceptional data base operations.

Salary: \$22.75 per hour (Receptionist) and \$24.06 per hour (Administrative Support)

We welcome applications from all qualified applicants; however only those selected for an interview will be contacted. Applicants are invited to submit a covering letter and resume by 4:30 p.m. , Monday, October 26, 2020 to 1 Church Street, Truro, N.S., B2N 3Z5 or email: kgrattomccarthy@colchester.ca

