



Employment Opportunity

CLERK I (CASUAL CALL-IN)

The Town of Carbonear requires the services of an individual at the town office during periods when full time staff are on leave and other occasions where additional staff are required. This position will be responsible for:

- Receipt of tax payments;
- Collection of outstanding taxes;
- Posting of invoices;
- General office work as required including answering the telephone, communicating with the general public, typing correspondence and other reports, filing, assisting with mail outs such as statements, invoices, newsletters, etc.;
- Assisting with the distribution of customer statements and invoices;
- And other related duties.

Qualifications:

The preferred candidate should possess good communication and organizational skills and be able to develop a good rapport with the public, however, firm in the collection of taxes. Minimum educational training would include being a college graduate from a business education or secretarial program including training in computers (e.g. accounting software, word processing and spreadsheets). Experience in a related field preferred.

This is a unionized position and compensation will be as per the collective agreement.

Interested candidates may apply in writing with resume to:

CLERK I (Casual Call-in)
c/o Cathy Somers
Town of Carbonear
P.O. Box 999
Carbonear, NL A1Y 1C5
Tel: 709-596-3831
Fax: 709-596-5021
e-mail: csomers@nf.aibn.com

Deadline for applications is 4:00 p.m., Tuesday, February 13, 2024.