



Employment Opportunity Full Time

OFFICE CLERK I

The Town of Carbonear requires the services of a Full Time Office Clerk I at the town office. This person is the receptionist for the Town Office.

This position will be responsible for:

- Greet and assist visitors in a friendly and professional manner;
- Answer and direct incoming calls to the appropriate departments and staff;
- Handle inquiries and provide general information about the Town of Carbonear;
- Receipt of tax payments and process transactions accurately and efficiently;
- Complete daily cash report, balance daily cash and prepare daily bank deposits;
- Post daily cash reports from the Carbonear Pool and Recreation facility;
- Assist in collection of outstanding taxes;
- Post accounts receivable invoices;
- Review end-of-month breakdown for the town office and pool to ensure it balances with daily reports for the month;
- General office work as required including answering the telephone, communicating with the general public, preparing correspondence and other reports, filing, assisting with mail outs such as statements, invoices, newsletters, etc.;
- Assist with the distribution of customer statements and invoices;
- Input service requests into the Citywide software;
- Set up phone for night mode at the end of each working day;
- Receive and receipt permit applications;
- 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 accounting program including training in computers (e.g. accounting software, word processing and spreadsheets). Municipal experience would be an asset. Minimum of three years experience in a related field is required.

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

Interested candidates may apply in writing with resume to:

OFFICE CLERK I (Full Time)
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: carbonear@nf.aibn.com

Deadline for applications is 4:00 p.m., Monday, June 15, 2026.