



Town of
Portugal Cove-St. Philip's

Employment Opportunity

<u>Position Title:</u>	Administrative Support Clerk
<u>Salary Classification:</u>	Administrative Support Clerk
<u>Department:</u>	Finance & Administration
<u>Status:</u>	Unionized Permanent

The Town of Portugal Cove – St. Philip's is seeking the services of an energetic and well-organized individual to provide Administrative Support Clerk services in the Department of Financial Operations. Primarily to provide business, clerical and front line reception services as well as the coordination to collect, receive, organize, disperse, account and record all forms of information, data and money.

Qualifications:

- Completion of a diploma in business or office administration, or an equivalent from a private college or technical institute, or a minimum of 5 years' experience in a similar position and environment.
- Experience in a municipal environment would be considered an asset.
- Valid Class 5 driver's license for the Province of Newfoundland and Labrador is required.
- Must be capable of being insured (and maintaining continuity) under the Town's normal driver insurance policy

Knowledge, Skills, & Abilities:

- Excellent organizational skills, with ability to efficiently and effectively organize an office, files and data.
- Excellent customer service skills, especially in a front line capacity with the general public.
- Very strong written and verbal communication skills.

- Advanced computer, software and word processing skills with knowledge of various computer software packages including the Microsoft Office suite of programs, (Excel, Word, Power Point, Access, Outlook).
- Ability to effectively switch focus on multiple tasks in response to service delivery demand.
- Ability to establish and maintain effective working relationships with staff, management, members of Council, and the general public.
- Ability and interest in learning new skills and participating in training.
- Ability to prepare and present reports in area of responsibility.
- Knowledge in basic accounting and financial procedures.

Physical Requirements:

- Generally a comfortable work environment supportive of the necessary office functions that will not place excessive physical demands on the position.
- While performing the essential duties of this position, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 20 pounds.
- While performing the duties of this position, there is infrequent need to lift and/or move more than 20 pounds, potential for exposure to disagreeable environmental factors such as outside weather conditions, dampness/humidity, vehicular traffic when required to perform duties outside of the office.
- There is potential for exposure to volatile confrontations with various people.

Rate of pay:

As per collective agreement.

To Apply:

The deadline for applications is **Thursday August 29, 2019 at 4:00pm.**

Please submit your resume and cover letter to:

Employee & Public Relations Administrator
Town of Portugal Cove- St. Philip's
1119 Thorburn Road, Portugal Cove St. Philip's, NL A1M 1T6
Fax: (709) 895-3780
Heather.Coughlan@pcsp.ca

If you are submitting via e-mail, please use the subject line "Employment Opportunity – Administrative Support Clerk"