

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**Office Assistant – City Clerk’s Office
(Temporary - Non-Union)**

The City of Corner Brook is currently accepting applications for the temporary position of Office Assistant in the City Clerk’s Office. Reporting to the City Clerk, this position provides various administrative services and provides relief assistance to other non-union administrative positions as required. In addition, this position will provide support, due to workload demands, to other departments as required.

The Office Assistant will be responsible for providing administrative and clerical support to the Office of the Mayor and City Clerk and will work with other staff in the overall area of office management. Some of the duties of the position include: accepting and handling inquiries by telephone and in-person for the Mayor, Councillors, and City Clerk, arranging and coordinating appointments, assuming the duties of the Executive Assistant/Assistant City Clerk when required, assisting with the coordination of public relations material, providing support for Special Events, providing administrative support in the absence of the Administrative Assistant to the City Manager, assisting the Payroll Officer when required; and other related duties and responsibilities as assigned.

The successful candidate must possess a diploma in Office or Business Administration from a recognized post-secondary institution or related field supplemented with a minimum of 3 years of experience in a professional office environment. Must possess strong computer skills and have strong knowledge and experience in using multi-media programs such as Photoshop, Quarkexpress, Microsoft Publisher, etc. The successful candidate must be flexible, a team player, and have the ability to work in a fast-paced, high profile office environment. The person must also have exceptional time management and organizational skills.

Classification: Non-Union (35 hours per week)
Salary: \$29,790 - \$39,719 (2016)
Closing Date: January 3rd, 2017
Competition No: 2016-44

Please submit résumés, **giving complete details of qualifications**, on or before 4:30 p.m. on January 3rd, 2017 to: the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1627; E-mail hr@cornerbrook.com