



CAREER OPPORTUNITY

Position Title:	Office Assistant III
Competition Number:	2024-41
Department:	Public Works, Water & Wastewater
Employee Group:	CUPE Local 768
Salary:	\$24.03 hourly
Closing Date:	Monday, September 16, 2024

The City of Corner Brook is presently accepting applications for the full time, temporary position of **Office Assistant III** with the Department of Public Works, Water & Wastewater.

The Office Assistant III (OA III) performs various clerical support services for the Water & Wastewater division. As a member of the Water & Wastewater team, The Office Assistant III reports directly to the Superintendent of Water & Wastewater, or their designate. The OA III is responsible for providing clerical support services primarily to the Water & Wastewater division; however, will be called upon to provide clerical support services to the division of Public Works as required.

The successful applicant will be responsible for maintaining records, updating division databases, maintaining the divisions filing system, preparing reports, researching Water & Wastewater infrastructure and service information, preparing employee timecards, completing workorder calculations, handling petty cash, receiving and tracking complaints, and various office related tasks such as answering the telephone, responding to emails, using a photocopier, etc.

The above responsibilities reflect the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all duties of the job.

The successful candidate must possess a diploma in Office or Business Administration supplemented with at least eighteen months of experience in a fast-paced office environment. The OA III must have excellent computer skills as well as strong interpersonal and communication skills.

This position requires you to work in an office setting. Extended periods of sitting are required. Frequent dealings with the public, residents and business owners are requirements of this position. The OA III will work from the City Depot, where there may be periods of exposure to smells associated with an industrial working environment.

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, via E-mail at careers@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.