



CAREER OPPORTUNITY Temporary Full Time

Position Title:	Office Assistant III (Public Works Division)
Competition Number:	2024 - 54
Salary:	\$21.63 (probationary) \$24.03/hr
Classification:	CUPE Local 786
Closing Date:	Until Filled

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

The Office Assistant III, located at the Public Works Depot, reports to the Superintendent of Public Works and is responsible for providing various administrative services for the Public Works Depot including providing administrative support to the Assistant Director of Infrastructure and Public Works, Superintendents, and Forepersons.

The Office Assistant will be responsible for answering telephone calls, receiving general inquiries and assisting the public with questions and concerns; directing persons to the applicable division within the Department, taking messages and forwarding information to the appropriate staff member; Updating the software for customer service requests including adding notes, closing when complete, etc.; Creating and maintaining spreadsheets to track work orders, completed asphalt patches maintenance records, etc.; Assisting in the completion of work orders and maintaining records and files for staff within the division; Typing and preparing memos, letters, documents, etc. at the request of various staff within the division. The candidate will assist in the organization of any department social functions and special events; Update the City's website with general information related to the division; Maintain and issue petty cash including the balance of cash; Assist the Office Assistant III in Water & Sewer and/or the Fleet Management Coordinator when required and Fill in for the Office Assistant III in Water & Sewer and/or the Fleet Management Coordinator when either is absent. Completion of other work as assigned.

Qualifications: Completion of an Office or Business Administration diploma supplemented with at least three (3) years of administrative and/or secretarial experience. Must be proficient in computers and possess strong interpersonal and communication skills, time management, organizational, conflict management, and records maintenance skills.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

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

Please submit résumés, **giving complete details of qualifications**, and stating competition number to the Human Resources Office via e-mail careers@cornerbrook.com