



BAY ROBERTS

CARVED BY THE SEA

Town of Bay Roberts
Employment Opportunity
Clerk/Receptionist – Casual/Call in Position

The Town of Bay Roberts invites applications for the position of Clerk/Receptionist. Applicants are advised that this position is casual/call in for holiday, sick time and potential maternity leave relief. There is no guarantee of employment beyond these times. Normal Working hours will be between Monday and Friday 8:30 am to 4:30 pm depending on need.

Required Skills

- General knowledge and understanding of office procedures
- Well-developed oral and written communications skills
- Ability to manage basic accounting tasks
- Knowledge of computer technology including typing skills
- Strong interpersonal skills combined with tact and diplomacy
- Ability to work well with others and with minimal direction

Qualifications

- Diploma program in Business Administration, Accounting or other equivalent program
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the duties of this position
- Completion of computer courses and familiarity with computer software in a Windows environment. Examples include knowledge of Microsoft Office Suite etc....
- Be an energetic self-starter capable of multi-tasking

The rate of pay for the position will be \$21.49 per hour. To apply for the above position, please forward resume stating qualifications, experience, certificates and references to the undersigned on or before 4:00 p.m. on July 15, 2025.

Chief Administrative Officer
Dave Tibbo
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E-mail: davetibbo@bayroberts.com

We thank all those who apply but only those selected for interviews will be contacted.