

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

OFFICE ASSISTANT (CIVIC CENTRE) (Full Time)

The **Office Assistant** will report to the General Manager of the Civic Centre and carry out day to day clerical duties as requested/required by supervisory staff of the Centre. This position will work closely with the Office Administrator and become competent in the core duties of that position for the purpose of providing replacement in their absence.

DUTIES: The successful candidate will serve as the first point of contact for the public and clients/user groups, providing assistance with queries, questions, and complaints either in person or via telephone, etc. As such, this position would be responsible for all processing, collection, recording and transfer of information regarding event and recreation bookings in coordination with the Events Coordinator and General Manager. This position will be responsible for completing office tasks, including, but not limited to, scheduling rental bookings and preparing a booking summary, preparing final documents from written and oral instruction, including correspondence, reports, charts, and other materials that may be technical or may include confidential information, some of which relates to legal matters and/or employee relations matters. The successful candidate will assist with training of box office staff, recording and reporting hours for box office staff and submitting payroll. The incumbent will be responsible for the Civic Centre Central Filing System, ensuring security of files and appropriate record retention. The successful candidate will attend meetings for the purpose of minute taking, prepare and circulate meeting agenda's, and follow up on any outstanding meeting items. This position will also be responsible for other duties as required.

QUALIFICATIONS: The successful candidate must have successfully completed a Business Administration diploma from a recognized post-secondary institution supplemented with at least six (6) months of work experience in an accounting environment. Strong interpersonal and communication skills and the ability to deal with situations of conflict are required in addition to strong computer skills. Knowledge of cash control procedures and experience in handling cash is an asset. The successful candidate must be able to adapt well in a fast paced environment and maintain confidentiality at all times.

SALARY: \$30,993 - \$41,324 (37.5 hrs/week)

CLASSIFICATION: Non-Union/Management

CLOSING DATE: February 14th, 2018

COMPETITION NO: 2018-05

Please submit résumés **giving complete details of qualifications** on or before by **12:00p.m, Wednesday, February 14th, 2018** and forward to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax 709-637-1627; E-mail hr@cornerbrook.com

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