

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**Office Administrator (Civic Centre)
(Temporary)**

The City of Corner Brook is currently accepting applications for the temporary position of **Office Administrator** providing administrative and accounting support to the Civic Centre.

The Office Administrator reports to the Facility Manager of the Civic Centre and is responsible for providing financial, administrative and clerical services within the division, including being the initial contact point for receiving monies to the Civic Centre and for providing operational information services to tenants of the building and the general public upon request. This position provides administrative and clerical support for building supervisory staff as directed by the Manager. As a frontline service position for the Centre, this position would provide customer service assistance to members of the public and user groups regarding services offered in the building. The Office Administrator will oversee the day-to-day running of the Box office, including but not limited to, ticket selling, cash balancing, greeting of public and box office enquiries. This person will receive enquiries and complaints and ensure that sufficient information is gathered to forward the matter to the applicable Manager/Supervisor as necessary for follow-up. This position will work closely with the Office Assistant and provide familiarization training to that position so as ensure that back-up support is available during periods of absences.

Responsibilities will include accepting and handling inquiries by telephone and in-person from the public, clients and employees; receive and sign for courier mail for Civic Centre and hold outgoing courier mail for pick-up; and ordering and distributing supplies for the General Office/Centre. The successful applicant will also provide guidance, assistance and training to box office staff and be responsible for monitoring, recording and reporting the hours worked by box office staff. The Office Administrator is also responsible for setting up events in the on-line ticketing system; and inputting all information relating to each Concert, Hockey game etc. in the box office and working closely with the promoter or customer and providing information when needed. Other responsibilities will include preparing, maintaining, and when requested, mailing cash receipts for tickets sold, ice rentals, etc; reconciling ticket sales for the box office; preparing Payables (billings) and Account Receivables for processing; preparing & maintaining customer invoices and receipts; ensuring that financial records are filed appropriately; and balancing customer accounts and call on overdue invoices. The successful applicant will also be responsible for maintaining a balanced opening and closing daily cash; preparing the daily deposit and delivering to bank; as well as other accounting related duties.

The successful candidate must possess 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.

Classification: Non-Union (37.5 hours per week)
Salary: Non – Union Group 4 (\$36,447 - \$48,595)
Closing Date: Monday, March 19, 2018
Competition No: 2018-06

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

Please submit résumés and/or application forms, **giving complete details of qualifications**, and stating competition number on or before **4:30 pm, Monday, March 19, 2018** to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 709-637-1627; or e-mail hr@cornerbrook.com