

**CITY OF CORNER BROOK
EMPLOYMENT OPPORTUNITY**

Administrative Student (Post-Secondary) - Elections

The City of Corner Brook is presently accepting applications for the position of **Administrative Student–Elections** with the City Clerk’s Office. The City is looking for an enthusiastic individual to assist the City Clerk’s Office with election preparations. The Administrative Student – Elections, will be tasked with responding to telephone enquiries, responding to written communication, data entry, and assisting with election preparations.

The successful applicant will gain insight into City Operations, specifically the Municipal Elections, and build relationships with community stakeholders. The successful candidate must be a team player, while also being able to work independently on assigned projects.

Eligibility Criteria

- Must be entering or returning to Post-Secondary training within the current year
- Must be legally entitled to work in Canada
- Not be an immediate family member (spouse, parent, grandparent, child, sibling, in-laws, or other persons residing in the same household) of the employer

COMPETITION NO: 2021-24

CLOSING DATE: **Monday, June 21, 2021**

HOURLY RATE: **\$16.66/hr. 30 hours per week for 6 weeks.**

Please submit résumés **giving complete details of qualifications** to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1;
E-mail careers@cornerbrook.com.

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