

**CITY OF CORNER BROOK  
EMPLOYMENT OPPORTUNITIES**

**Office Assistant**

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The City of Corner Brook is presently seeking a qualified individual for the permanent full time position of Office Assistant with the City of Corner Brook, Civic Centre location. The Office Assistant will provide a wide range of support to the Civic Centre's Team including social media and website support, scheduling, basic accounting and office administration, as well as, event support. This position will work a 37.5 hour work week; however, flexible hours including evenings and weekends will be required.

The Office Assistant will serve as the first point of contact for the public, clients, and user groups assisting with questions, inquires complaints and follow up as required. The Office Assistant will accept and schedule bookings for the Civic Centre while displaying a willingness to work with new technology and software. This position will serve as the "on duty" customer service representative for conferences, meetings, and events on an as required basis. The Office Assistant will work closely with the Event Coordinator in the hosting of events at the Civic Centre. This will entail collecting and communicating the needs of client information to ensure exceptional service is provided in both the attraction and execution of events held at the Civic Centre.

The ideal candidate will have successfully completed a Business Administration, Office Administration, or equivalent diploma from a recognized post-secondary institution supplemented with a least six (6) months of work experience in an accounting or events planning 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. A clear Criminal Code of Conduct and Vulnerable Sector Screening is a requirement.

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

<b>SALARY:</b>	<b>\$32,890.65-\$43,853.75</b>
<b>CLASSIFICATION:</b>	<b>Non-Union</b>
<b>HOURS OF WORK:</b>	<b>Normal hours of work 8:30am to 5:00pm with occasional evenings and weekends required.</b>
<b>CLOSING DATE:</b>	<b>Resume review will commence on Friday, November 5, 2021 and will continue until the position has been filled.</b>
<b>COMPETITION NO:</b>	<b>2021-32</b>

Please forward resume and/or application form, drivers abstract and all required documents and certificates, **giving complete details of qualifications**, on or before November 5, 2021 to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; E-mail [careers@cornerbrook.com](mailto:careers@cornerbrook.com).