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<b>Position Title:</b>	<b>Receptionist/Events Assistant</b>
<b>Competition Number:</b>	2025-18
<b>Employee Group:</b>	Non-union
<b>Salary:</b>	\$37,609.31 - \$50,145.75 annual
<b>Closing Date:</b>	Competition will remain open until a candidate has been hired

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The City of Corner Brook is presently accepting applications for the full-time permanent position of Receptionist/Events Assistant with the Department of Recreation Services (Civic Centre). The Receptionist/Events Assistant will provide a wide range of support to the Civic Centre Team, including updating social media and the website, scheduling rentals, assisting with event preparation and client satisfaction, and basic accounting and office administration. This position will work closely with the Office Administrator and carry out key functions of the Administrator position in their absence. The core working hours are 37.5 per week; however, flexibility to work evening and weekends is a must.

**DUTIES:**

The Receptionists/Events assistant will serve as the first point of contact for the public and user groups, assist with inquiries and questions, both in person and via the telephone and follow up as required to ensure client satisfaction and closure. The successful candidate will assist in the scheduling of bookings for ice rentals and meetings room and prepare summaries of bookings on a daily, weekly, and monthly basis. The assistant will provide clerical support services to the Civic Centre team which may include typing letters and memos, sorting and distributing mail, photocopying and faxing documents, data entry, arranging meetings and schedule appointments, etc. The Receptionist/Events Assistant will assist with the training of box office staff and recording and reporting the hours of work for the box office staff. To be successful in this position, you will enjoy events and prepare for events. You will assist the Events Coordinator with ensuring events held at the Civic Centre run as smoothly as possible, which will include, but not be limited to event troubleshooting (audio visual, Wi-Fi connections, set-up details and creation of drawings, etc.). As the successful candidate you will be creative and enjoy working with image graphics to manipulate and images, brochures, posters, etc. to promote events and activities at the center.

**QUALIFICATIONS:**

Successful completion of 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 highly flexible and have the ability to work evenings and weekends, as required.

The City of Corner Brook will provide support throughout the recruitment process for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing [hr@cornerbrook.com](mailto:hr@cornerbrook.com)

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

Please submit résumés, **giving complete details of qualifications including a copy of your endorsements**, and stating competition number to the Human Resources Office via e-mail [careers@cornerbrook.com](mailto:careers@cornerbrook.com)