



EMPLOYMENT OPPORTUNITY

Town Clerk Assistant - Permanent

The Town of Norris Point is presently accepting applications for the full-time position of Town Clerk Assistant.

Summary of Tasks and Responsibilities:

Under the direction of the Town Clerk-Manager the Town Clerk Assistant will be responsible for the following:

- Accounting including Accounts Receivable, Accounts Payable, Payroll, etc.
- Customer service through in person, phone & email correspondence
- Attend Council meetings
- Photocopy/fax/email proficient
- Typing letter/notices
- General office duties

Qualifications:

- Office/Business Administration or equivalent experience
- High School Diploma or equivalent
- Valid driver's license

Salary for this position is based on qualifications and experience.

Full Job Description and Terms of Employment can be reviewed at the Town Office.

How to Apply: Email: info@norrispoint.ca or drop your resume off at the Norris Point Town Office - 174 Main Street

Deadline for submission of resumes: Friday August 16th, 2024

We thank all applicants who apply for this position, however, only those selected for an interview shall be contacted.