



EMPLOYMENT OPPORTUNITY TOWN CLERK

The Town of Norris Point has a great full-time opportunity for someone who is engaged, dedicated, professional, works well in a fast-paced environment, has willingness to learn, personable and can stay calm in stressful situations.

Summary of Tasks and Responsibilities:

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

- Accounting including accounts receivable, accounts payable, payroll, etc.
- Public Relations including Town Office reception
- Emergency response planning and public notices
- Occupational Health and Safety initiatives and staff training scheduling
- Organize and partake in community engagement and events, some outside of office hours
- Lead social media account and follow up correspondence
- Attendance and accurate recordkeeping of public meetings
- General Office Duties such as detailed filing, precise data entry and ordering supplies as needed for all Town facilities

Qualifications and Requirements:

- High School Diploma or equivalent
- Business/Office Administration Certificate or equivalent experience
- Valid Driver's License
- Criminal Record Screening Certificate and Vulnerable Sector Check

Salary based on qualifications and experience, starting at \$48,000 annually (\$23/hr - 40hr/week)

Health benefit / RRSP contribution monthly

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

How to Apply:

Email CV/Resume to info@norrispoint.ca or

Drop off your CV/Resume in person to the Town Office – 174 Main Street

Deadline for submission of application: Friday, September 25, 2026 at 12pm

The Town of Norris Point would like to thank all applicants who apply for this position.
Only those selected for an interview will be contacted.