



The Corporation of the Town of Deep River Receptionist / Recreation Assistant

Full-time – 35 Hours per Week

Reporting to the Clerk, the Receptionist / Recreation Assistant will perform customer service and administrative duties. This is a full-time position working thirty-five (35) hours per week with occasional work beyond regular hours.

Qualifications required include a grade 12 diploma and a certificate in business training from a recognized educational institution. A combination of education and experience will be considered. Experience working in a municipal government environment, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Administration and knowledge of office procedures and equipment. Excellent oral, written, and interpersonal communication skills to interact with government departments and agencies, special interest groups, and the general public. Excellent organizational and time management skills with high efficiency in Microsoft Office series and Adobe Acrobat. Experience working with Recreational software i.e.: Book King or Class will be considered an asset. High level of initiative, resourcefulness, and independent judgement and ability to work independently.

Applications, including a cover letter and complete résumé of qualifications and experience must be submitted to the undersigned no later than 4:30PM on Wednesday, September 29, 2021.

Receptionist / Recreation Assistant

100 Deep River Road, P.O. Box 400

Deep River, ON K0J 1P0

Email: townmail@deeperiver.ca

This is a union position represented by the Canadian Union of Public Employees with an hourly rate in accordance with the Collective Agreement. As of March 1, 2021 the hourly rate of pay for this position is \$20.05.

The complete job description may be viewed at www.deeperiver.ca

Thank you for your interest in the Town of Deep River. Only applicants selected for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.