



## Village of Blacks Harbour Administrative Support

<b>Job Title:</b>	Administrative Support	<b>Job Category:</b>	Seasonal
<b>Location:</b>	Blacks Harbour	<b>Travel Required:</b>	Minimal travel outside the Municipality
<b>Level/Salary Range:</b>	Starting at \$13.00/hr	<b>Position Type:</b>	Summer Student
<b>HR Contact:</b>	Stacey Frost	<b>Date posted:</b>	April 13, 2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	May 16, 2022

### Applications Accepted By:

#### FAX OR E-MAIL:

506-456-4872 or [s\\_frost@blacksharbour.ca](mailto:s_frost@blacksharbour.ca)  
Subject Line: Summer Student Employment Application

#### MAIL OR IN PERSON:

Village of Blacks Harbour  
65 Wallace Cove Road  
Blacks Harbour, NB E5H 1G9

### Job Description

#### ROLE AND RESPONSIBILITIES

The Administrative Support position will provide assistance in the municipal office, as well as back-up support to the Tourism & Recreation Coordinator, if required.

- Schedule activities, keep logs, maintain records and prepare reports
- Assist with the coordination of special events
- Maintain attendance records, ensure program statistics are collected and make recommendations for future programming
- General clerical duties such as filing, answering the phones and providing customer service

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Demonstrated responsibility
- Capable of accomplishing administrative duties as assigned
- Able to work non-standard hours
- Previous customer service experience
- Proven leadership, organization and planning skills
- Possess a current clean Police Record with a Vulnerable Sector Check

#### PREFERRED SKILLS

- Previous administration experience or education
- Fluency in French would be an asset
- High degree of computer literacy with MS Office and social media

#### ADDITIONAL NOTES



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Reviewed By:	Cara Hatt	Date:	March 30, 2022
Approved By:	Stacey Frost	Date:	April 13, 2022
Last Updated By:	Stacey Frost	Date/Time:	April 13, 2022