

Receptionist/Administrative Clerk
(30.0 hours per week guaranteed, sometimes up to 37.5 hours per week)

Location: Town of Stratford, PE

The Receptionist/Administrative Clerk will be responsible to work within the Finance department to greet and assist members of the public by providing up to date information on programs and services offered by the Town or directing them to the appropriate department. Process utility payments, assist the public with basic billing and servicing inquiries, and provide receptionist and clerical services for the Town of Stratford and the Stratford Utility, to serve the public and to assist Town Administration.

Candidates must have at least two years related work experience and have extensive knowledge of administrative/clerical practices including typing/word processing, filing, photocopying, mail merges, database updates and other such duties typically acquired through a recognized administration program.

The salary range is \$35,256 to \$40,856.40 based on 30 hours per week.

Please submit a cover letter, detailed resume and references by email. Your application must be clearly marked "Application for Receptionist/ Administrative Clerk" and submitted by September 25, 2024 by 12pm to koconnell@townofstratford.ca. Only those applicants selected for an interview will be contacted.

Full job description available here :