



JOB OFFER – No 2019-JO003

Secretary Receptionist
Permanent, Part-Time (bi-weekly)

Work Place:

Township of Wentworth
114 Louisa Road
Wentworth, Qc, J8H 0C7

Responsibilities

- Managing reception area
- Greeting and informing visitors in a professional and courteous manner;
- Receiving, processing phone calls and general emails;
- Collecting / forwarding the mail of the Municipality and to carry out the distribution to the various departments;
- Ensuring the filing and archiving of certain files and documents;
- Performing various clerical work and other related tasks;
- Supporting colleagues in the performance of their duties.

The person holding this position is an important contact between the organization and the clientele. The quality of reception and treatment offered to the people is of paramount importance.

Requirements

- Be courteous in all circumstances;
- Have a positive spirit and be oriented towards solutions and customer service;
- Be dynamic, professional and welcoming
- Be bilingual (spoken and written);
- Be detail oriented;
- Have a good knowledge of the Office software suite;
- Sense of planning, organization and teamwork;
- Knowledge of the municipal environment (an asset)

Salary Conditions:

To be determined according to qualifications.

Qualified applicants may send their c.v. no later than October 4th, 2019 by email to info@wentworth.ca, by fax to 514-562-0703 or by mail at 114 Louisa Road, Wentworth, Québec J8H 0C7

Only those considered for an interview will be contacted.