



P.O. Box 219
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EMPLOYMENT OPPORTUNITY

The Town of Lewisporte has an immediate opening for an Administrative Assistant. This is a Full Time/Temporary position with a possibility of becoming Full Time/Permanent.

Reporting to the Town Clerk/Treasurer, the Administrative Assistant attends and records the proceedings and recommendations of Committee meetings and performs accounting duties in the Finance Department, including bank and other general ledger reconciliations, preparation of monthly and year end reports and assisting with preparation of purchase orders. The ability to work flexible hours is a requirement.

When required, performs accounts payable duties and those duties associated with the preparation and deposit of revenues received by the Town and will assist with the collection of accounts receivable in arrears.

Education

High School Diploma supplemented with postsecondary education in Business or Office Administration, or any equivalent combination of experience and training.

Job Skills

Proficient in Microsoft Office Suite including Word, Excel and Outlook.

Strong organizational and communication skills.

Ability to record and produce minutes.

Strong customer service skills.

Proficient in use of computers.

Strong accounting skills.

Ability to maintain digital calendars.

Knowledge of Town Suite Municipal software would be an asset.

Please submit your resume and covering letter clearly demonstrating how you meet the required qualifications to the above address or by e mail to townclerk@lewisporte.ca

Closing Date is February 26, 2021 or until filled.

*Due to current protocols of Alert Level 5, the start date for this position may be delayed.