



LABRADOR CITY

Employment Opportunity Town of Labrador City Cashier Clerk

The Town of Labrador City is seeking an individual(s) with strong interpersonal skills, skilled in accounting and enjoys working in a team environment, to provide administrative support as required on a temporary basis.

Position: Cashier Clerk

Terms of Employment: Temporary, Part Time

Salary: As Per Collective Agreement

Anticipated Start Date: As Required

Duties: Front counter and phone reception, directing public inquiries within the organization, posting cash receipts, preparation of bank deposits, general journal entries and internal reports, general office duties including filing and record management, invoicing, collections, distribution and receipt of tender documents, preparation of purchase orders and other duties as assigned.

Qualifications: Business Management Diploma with a concentration in accounting and two years' experience working in an office setting.

Good written and oral communication skills.

Proficient in Microsoft Office including Excel & Word.

Experience dealing with the general public, preparation of internal reports and outgoing correspondence, computerized accounting, and standard office filing systems.

Deadline for Applications: Friday, May 14, 2021

Please submit cover letter, resume and three references to:

Kim Conway, Director of Finance & Admin
Town of Labrador City
317 Hudson Drive
P.O. Box 280
Labrador City, NL A2V 2K5

or e-mail to humanresources@labradorcity.ca