



## **JOB OFFER**

### **# 2024-03**

Secretary-receptionist

Temporary position (replacement) - 35 hours/week (Monday to Friday)

#### **Workplace:**

Municipality of the Township of Wentworth

175 Louisa Road

Wentworth, Qc, J8H 0C7

The Municipality of the Township of Wentworth is currently seeking a candidate who is ready to join a dynamic, dedicated, friendly and citizen service-oriented team. This person will fill the position of secretary-receptionist (temporary - replacement).

#### **Role and Responsibilities:**

Under the supervision of the General Manager, the candidate is the front-line contact for all citizens and visitors. He/she greets, guides and informs in a professional manner on all general questions relating to the various services. Receives, processes and directs phone calls and general e-mails, carries out various secretarial tasks related to the position, as well as any other related duties. He/she also provides administrative support to the Municipality's various Departments. This position represents an important contact between the organization and the clientele. The quality of the welcome and treatment offered to people is of paramount importance.

#### **Requirements, qualities and skills:**

- Demonstrate courtesy and discretion in all circumstances
- Be dynamic, professional and welcoming
- Demonstrate a positive spirit and be solution- and service-oriented
- Good fluency in French and English (spoken and written)
- Good knowledge of the Office suite
- Attention to detail
- Ability to plan, organize and work as part of a team
- Knowledge of the municipal environment (an asset)

#### **Salary Conditions:**

To be determined according to qualifications.

Interested candidates should send their resume **before September 30<sup>th</sup>, 2024**, by email to [info@wentworth.ca](mailto:info@wentworth.ca), by mail or directly to the Town Hall at 175 Louisa Road, Wentworth (Qc) J8H 0C7.

**Only those considered for an interview will be contacted**