



EMPLOYMENT OPPORTUNITIES

Town of Hay River

Is accepting applications for

Protective Services Specialist

Job #: 18-01-01, Permanent, Full-time

This position will be responsible for enforcing compliance with Town bylaws and will also fulfill the role of Deputy Fire Chief for the Town of Hay River

Closing Date: July 6th, 2018

Civil Infrastructure Manager

Job #: 18-01-02, 6 month term, Full-time

This position is responsible for providing expert technical input and coordination on municipal and public works projects and coordination of Town public works contracts

Closing Date: July 6th, 2018

Administration Clerk

Job #18-01-03, Maternity Leave, 1.5 years term, Full-time

This position is responsible for lottery licensing, business licensing, Taxi Permit cards & records management and assists with customer service at the front counter in the Town office.

Closing Date: July 6th, 2018

Customer Service Clerk

Job #18-01-05, Permanent, Full-time

This position is responsible for greeting, welcoming, directing and announcing the public at the Town Office along with providing general administrative support, and assistance to other management and staff in the office.

Closing Date: July 6th, 2018

Accounts Payable/Payroll Clerk

Job #18-01-04, Permanent, Full-time

This position is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative operations for the Town.

Closing Date: July 6th, 2018

If you are interested in one of these positions please submit a detailed resume and cover letter to the Town of Hay River in person or via email. Please indicate the position(s) you are applying for in your cover letter and indicate your desired or available start date.

For a job description on any of these position, please look for our job opportunities page at:

www.hayriver.com

For additional information please contact:

Town Office

Phone: 867-874-6522

Fax: 867-874-3237

Email: townhall@hayriver.com