



## **ADMINISTRATION**

### **EMPLOYMENT OPPORTUNITY**

#### **Customer Service Clerk - Casual**

The Town of Hay River is accepting applications for the position of Casual Customer Service Clerk.

##### **Duties Include but are not limited to:**

- Greeting and receiving calls from general public;
- Providing information and making appropriate referrals;
- Accepting and receipting payments and reconciling daily cash balances;
- Assisting with typing of correspondence, reports and forms;
- Maintaining and operating various pieces of administrative equipment;
- Receiving and distributing incoming mail and faxes;
- Preparing outgoing mail;
- Assisting with the Town Website and Town newsletter;
- Assisting other positions in the Finance department as required

##### **Knowledge and Skills:**

- High School Diploma and one year business Administration diploma or equivalent
- Good knowledge of office administration practices and office equipment
- Basic financial skill
- Good communication & interpersonal skills
- Strong orientation towards superior customer service
- Good knowledge of Microsoft applications, i.e. Email, word-processing, spreadsheets.
- Good customer service skills

Applicants must include a detailed resume and cover letter, which can be submitted in person or through email

Attention:  
Town of Hay River  
[humanresources@hayriver.com](mailto:humanresources@hayriver.com)

100-62 Woodland Drive  
Hay River, NT X0E1G1

**Successful applicants will require Criminal Records Check  
Only applicants selected for an interview will be contacted.  
The competition will remain open until filled**