

FINANCE/ HR ADMINISTRATIVE SUPPORT

CLOSING DATE: 4:30pm on Friday, March 7, 2025

As part of our team, you will support both the Finance Customer Service and Corporate Service departments. You will learn new skills by assisting with general clerical work and various other daily operations.

DUTIES & RESPONSIBILITIES

Finance Customer Service:

- Greeting customers in person and on the phone
- Answering/re-directing general inquiries
- Receiving/processing customer payments on accounts
- Data entry

Corporate Services:

- Assist in processing invoice payments
- Filing
- Data entry
- Administrative support to the Human Resources office
- Perform other duties relating to the position.

QUALIFICATIONS REQUIREMENTS

This position requires persons able to work for several hours with minimal supervision. Communication skills and good public relations are also required.

HOURS OF WORK

The duration of this position will be from early May to the long weekend in September.
Hours of work: 8:30am to 4:30pm, Monday to Friday.

RATE OF PAY

\$17.00/ hr for 35 hours per week

EDUCATION & EXPERIENCE

Minimum entering 2nd year post-secondary. Experience dealing with customers or the public and organizational, communication & computer skills are assets.

APPLYING FOR THIS POSITION

A *Summer Casual Application* form must be completed in full and returned **no later than 4:30pm on 7 March 2025**. You may also attach a résumé.

Please return to:

Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, N.B.
E2V 2V3
Or by email: hr@oromocto.ca

Thank you for your interest, however only those candidates selected for an interview will be contacted.