

Village of New Minas

Job Description



Job Title: Administrative Assistant/Front Desk

Work Location: Village Office – Louis Millett Complex

Division/Department: Administration

Reports to: Clerk Treasurer

Permanent Full-time: 35hr/week- 1 year term, option to renew
Start Date: August 18, 2022

\$17.00-20.00/hr based on experience

Essential Duties and Responsibilities:

- Responding to inquiries via phone and email;
- Greeting residents and others coming into the building;
- Processing payments for water & sewer, property tax, accounts receivable, etc.;
- Balancing cash, posting receipts, and doing bank deposit daily;
- Providing information about the fitness centre and processing memberships;
- Process Dog Tag registrations;
- Process online payments as required;
- Administrative Support for Water Department when possible;
- Ordering office supplies;
- Retrieving mail
- Other duties as assigned by Clerk Treasurer;

Education and/or Work Experience Requirements:

- High School Diploma
- Minimum 2 year experience in a Customer Service setting;
- Bookkeeping experience a definite asset;
- Excellent Customer Service skills including the ability to handle stressful and difficult situations with tact;
- Strong organizational skills and ability to multitask;
- Excellent verbal and written communication skills;
- Strong computer skills with attention to detail;
- Ability to exercise appropriate levels of discretion when dealing with confidential information;
- Strong work ethic.

Physical Requirements:

This position operates in a standard office environment and therefore requires the incumbent to have the following physical capabilities:

- Light to moderate lifting, bending, stretching, kneeling and climbing as required;
- Ability to work in an office environment for full days;

- Ability to maintain regular, punctual attendance;
- Ability to work effectively with sporadic interruptions.

Print Employee Name:

Employee signature:

Date:

Date Job Description Reviewed: July 2022