



Job Opportunity Clerk & Communications Manager

The Village of Perth-Andover is seeking a Clerk & Communications Manager. If you are an individual with excellent written and verbal communication skills, detail oriented, has ambitious standards of work, have excellent planning and organizational skills, and work well both individually and as a team, this job may be exactly what you are looking for.

Responsibilities include assistant clerk duties which consist of council meeting coordination, communications, and material (agendas, correspondence, and minutes); management of communications for the municipality; development of policies, bylaws, and contracts; records management; customer service and support; and other work-related duties deemed necessary by the employer.

This employee will work 8:00 am-4:30 pm Monday-Friday. However, there may be meetings and other work events where the employee is required to work evenings or weekends.

Minimal Job Requirements:

Education: Completion of an undergraduate degree in appropriate designation or equivalent experience.

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- Experience in administration would be considered an asset
- Effective use of time
- Knowledge of the role of local government
- Ability to create email and contact database, newsletters, etc.
- Computer proficiency: Office 365 platforms, social media platforms (Facebook, Twitter, Instagram), Teams, SharePoint
- Effective communication and interpersonal skills
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the public
- Strong organizational skills
- Fully vaccinated against COVID-19

Salary: \$50,000-\$70,000

Benefits: Health, matching pension, life insurance, 160 hours over a 4-week period with flexible work schedule, ability to work one day a week from home, fitness centre membership, additional training, and education.

Deadline for Application: 4:30 p.m., Friday, October 21, 2022
Applications or any questions may to be sent to

Justine Waldeck

Justine.waldeck@perth-andover.com;

mailed or dropped off at:

Village of Perth-Andover

c/o Justine Waldeck, Assistant CAO

1131 West Riverside Drive

Perth-Andover, NB

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Full job description is available at <https://perth-andover.com/doing-business/bids-rfps-tenders-employment>