



## JOB OFFER

### SECRETARY-RECEPTIONIST

The municipality of Ayer's Cliff, part of the Memphremagog MRC in the Eastern Townships, is looking for a candidate to fill the position of secretary-receptionist.

#### **Responsibilities**

Under the authority of the Director General, you will have to ensure the reception of citizens and perform various secretarial tasks such as:

- Handle telephone calls;
- Cash in the payment of taxes, permits and others;
- Place orders for stationery and ensure the proper functioning of the office equipment;
- Process mail and e-mails as well as various mailings for all departments;
- Open files and file documents;
- Manage the custody of keys, make photocopies and scan documents;
- Contribute to the circulation of information (Facebook, newsletter, website, bulletin);

#### **Requirements**

The desired candidate must:

- 1- Have a college diploma (DEC) in secretarial or office technology or any combination of experience and training related to the job and deemed relevant;
- 2- Have a good knowledge of the Office Software;
- 3- Excellent command of the French language, both oral and written;
- 4- Have a functional spoken English (3 to 4/5), bilingualism is an asset;
- 5- Have good organizational skills and strong interpersonal communication skills between colleagues, elected officials and citizens;
- 6- Have a good sense of teamwork;
- 7- Knowledge of the municipal software Sygem will be considered an asset;
- 8- Having worked in a municipality will also be considered an asset.

#### **Conditions**

- 1- Competitive salary according to the level of experience and qualifications and various social benefits;
- 2- Work schedule: 3 to 5 days/week depending on your availability (between 18 and 32 hours/week);

You want to be part of our team? Please send your resume by email to the attention of the Assistant Director General, Josiane Hudon, **before May 25th, 2022**, to [dga@ayerscliff.ca](mailto:dga@ayerscliff.ca).

Only selected candidates will be contacted for an interview.

*The masculine gender used in this text refers to both men and women without any discriminatory intent and for the sole purpose of condensing the text.*