

**TOWN OF PORT AU PORT EAST
TOWN CLERK POSITION**

30 Hours per Week

Wages determined according to Qualifications

Accountable for the provision of support to the Council, in the planning, organization, control and direction to the total affairs of the town and acts in a Corporate Secretary role in accordance with policies and guidelines determined by Council under the provisions of the Towns and Local Service Districts Act NL.

ROLES

- Reports directly to Council
- Oversee the daily operations of the town maintenance and water operators
- Work with any, and all committees of Council to move the town forward in a positive manner.
- Perform all office duties including Accounts Payable, Receivable, Bank Reconciliations, Payroll, File Management, Billing, and others as required

SKILLS

- Office Administration or Business Diploma – combination of education and work experience may be considered.
- Analytical skills to resolve complex problems of a management environment.
- Excellent oral/written communications, organization and time management skills.
- Strong Work Ethic and ability to use proper etiquette when interacting with coworkers, residents, government agencies, community partners, suppliers and all other contacts
- Ability to provide attention to detail.
- Proficiency at solving problems
- Strong leadership and planning skills.
- Ability to work with the public, government agencies, fire department, law firms, suppliers and engineering firms to achieve the best possible outcomes for the town.
- Ability to organize and prepare agenda for meetings for council and record accurate minutes.
- Attend all Council / Committee meetings which may or may not take place outside regular scheduled working hours.
- Proficient at office software; power point, word, excel, Town Management Systems, Town Social Media, and Accounting Software.
- Manage town website in a timely fashion.
Attach copies of educational certificates/credentials and references with resume.

PLEASE EMAIL to: portauporteast@gmail.com

DEADLINE TO APPLY : May 14, 2025 by 1 pm