THE TOWN OF ANTIGONISH

Job Title	RCMP Receptionist/Clerk (Part-Time, Permanent Position)
Department	Administration
Accountabilities	The Town of Antigonish is hiring a Receptionist/Clerk located at the RCMP Detachment in Antigonish. As a member of our team, you will be responsible for performing all aspects of reception at the front desk including dealing with the public by phone and at the counter and providing them with the information they require or determining who can provide the information they require. In addition, you are responsible for receiving and processing criminal records checks and completing electronic and paper filing procedures, as well as other duties assigned by the Detachment Staff Sergeant. You will also be responsible for receiving, distributing, and sending mail. This role involves detailed data-entry and you would be required to meet strict deadlines. In addition, there may be occasions where you are required to provide supporting information to the By-Law Enforcement Officers. There may occasionally be other routine office functions required.
Skills, Capabilities and Experience	Educational or experience in office administration is preferred, but an acceptable combination of education, training and/or experience may be considered. Proficiency in computer applications, including Word, PowerPoint and Excel, is required. The ability to learn and adapt to new software and systems, including RCMP systems, is also required. Proficiency in English is required. Strong verbal and written communication skills, sound judgment, attention to detail and the ability to maintain confidentiality are essential. RCMP Criminal Record Check and ability to achieve an RCMP Enhanced Reliability Security Clearance are required for this job.
Salary and Hours	Hours of work are 20 hours per week, schedule to be determined. Salary is $24.98/hr.
Reporting To	Director of Community Development for the Town of Antigonish and the RCMP Staff Sergeant or Designate.
Posting Date	Friday, October 30, 2026
Closing Date	When position is filled.
Application	Please submit your cover letter and resume outlining your interest and qualifications for this position via email to: **Town of Antigonish** jobs@townofantigonish.ca In the subject line of your email please indicate, “RCMP Receptionist/Clerk Application.”