

## Employment Opportunity

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<b>Position:</b>	Business Administrative Clerk (Summer Term)
<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Director of Corporate Services
<b>Hours:</b>	35 hours per week; Term (2 Months)
<b>Wage:</b>	\$18.00/hour
<b>Location:</b>	Town Hall (274 Main Street, Antigonish)

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The Town of Antigonish is seeking a motivated and organized individual to join our Corporate Services' team as a Business Administrative Clerk. This temporary position offers an excellent opportunity to gain hands-on experience in a dynamic business office environment. If you have a background in business and possess strong administrative skills, we encourage you to apply.

### Responsibilities

- Perform basic reconciliations to ensure accurate financial records.
- Utilize Microsoft Excel for data analysis and reporting.
- Conduct data entry tasks with attention to detail and precision.
- Manage filing systems to maintain an organized office environment.
- Provide customer service support by assisting with payment processing and utility connection and disconnection applications.
- Other administrative tasks as assigned.

### Requirements

- Graduate from or currently enrolled in a business program.
- Proficiency in Microsoft Office, especially with Microsoft Excel (pivot table knowledge).
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication abilities.
- Ability to handle multiple tasks simultaneously and meet deadlines.
- Prior experience working in financial software is an asset (Microsoft Dynamics GP, Sage).

### How to Apply

To apply for this position, please submit your cover letter and resume to Meaghan Barkhouse, Director of Corporate Services at [jobs@townofantigonish.ca](mailto:jobs@townofantigonish.ca). Please ensure the subject line of the email includes "Business Admin Clerk Application - [Your Name]." Closing date is Wednesday, July 5<sup>th</sup>, 2023, at 1:00 pm.

Applications submitted beyond this date and time, or incomplete applications, will not be accepted.