

**The Corporation of the Municipality of Neebing  
Job Description**

**POSITION TITLE:** Receptionist/Cashier

**POSITION TYPE:** Temporary (6-month contract)  
Part-Time 22.5 – 30 hour per week

**POSITION SUMMARY:** Under the general supervision of the Administrative Coordinator, responds to customer inquiries and concerns and performs payment processing functions and general clerical duties.

**SALARY:** \$17.95-\$20.08 per hour;

**RESPONSIBILITIES:**

- Provides front line in person, telephone and email customer support, resolving general inquiries; refers more complex inquiries to appropriate staff as required
- Performs payment processing at the counter and payments made through online banking
- Prints tax certificates and receipts
- Arranges meetings for municipal committees and departments
- Processes incoming and outgoing mail – stuffing, sealing, stamping
- Performs the duties of a file clerk, including culling archived files for shredding
- Coordinates the bookings for Blake Community Hall
- Performs photocopying, faxing, data entry and email tasks as required
- Places orders and maintains office supplies inventory.
- Liaises with municipal departments and outside organizations as required
- Perform general office and other related duties, as required

**EDUCATION/EXPERIENCE:**

- Secondary school graduation; and
- Post-secondary courses in clerical procedures, or
- Equivalent combination of education and experience

**SKILLS/ABILITIES:**

- Demonstrated skill in communication, both written and oral is essential
- Must be able to converse with the public in a courteous and tactful manner
- Must possess word processing, spreadsheet and on-line data entry skills
- Judgement, tact and the ability to maintain strict confidentiality;

**CONDITION OF EMPLOYMENT:**

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)