



Municipalité du Village de
Municipality of the Village of
North Hatley

JOB OFFER

SECRETARY-RECEPTIONIST (Summer 2016)

The Municipality of the Village of North Hatley is dedicated to providing quality services when greeting residents and visitors at the Town Hall. Various municipal services require secretarial and office technology skills that reflect the diversity of services available.

The Municipality of the Village of North Hatley is looking to hire a student to fill the position of secretary-receptionist for the summer season.

Work-related tasks:

The Secretary-Receptionist must be able to perform various secretarial and office tasks and be available to greet residents and visitors to the Town Hall.

Requirements:

Experience in secretarial work and office technology will be given preference.

Persons interested in the position must be able to communicate easily in both French and English.

All information relevant to working conditions and remuneration will be made available during the selection process.

Interested persons must submit their CV at the latest April 29, 2016 by e-mail at: info@northhatley.org