

June 11, 2024

**JOB OPENING: Temporary assignment
(Undetermined period)**

OFFICE CLERK

**Recreation, Culture and Community Activities
Department**

NATURE OF THE WORK

The work consists of performing various tasks relating to general office work in one or more areas, such as budgeting, staffing, providing counter service, file-handling and other administrative and operational support activities.

EXAMPLES OF TASKS

Provide counter service and take all types of registrations for cultural and sports programs (at the counter, by telephone and by email);

Enter all programs into the computerized registration system for registration purposes;

Accept payment for registrations, rentals and/or sales. Handle petty cash, prepare the daily deposits and fill out the bank deposit slips;

Do typing and filing as needed;

Prepare various reports;

Reply to phone calls and/or visitors, answer information requests, forward calls to the person concerned, take messages when appropriate;

Open and distribute the department's mail;

When a program is cancelled or changed, call the persons registered to inform them and issue refunds using the computerized registration system;

As needed, sell crafts items and tickets (seniors' programs, etc.);

Prepare and issue membership cards.

REQUIREMENTS

The successful candidate will meet the following conditions:

- Have a high school diploma or the equivalent;
- Possess one (1) year of experience in a job that allows the incumbent to become familiar with the field of employment;
- Word and Excel, beginner level;
- Bilingualism (French and English*).

** Knowledge of English is a requirement due to potential interactions with the Town's citizens.*

CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range from \$26.91 to \$35.18 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Floating holidays and sick leave;
- On-the-job training.

Please note:

Applications will be accepted until **Tuesday, June 25 at 16:30**. Interested candidates have to send their curriculum vitae to Sandra Grenier by email humanresources@town.mount-royal.qc.ca, mentioning the competition number **2024-28**.



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