

JOB POSTING

RECEPTIONIST / CLERK – TERM POSITION

LUNENBURG REGIONAL COMMUNITY RECYCLING CENTRE

WHYNOTT'S SETTLEMENT

Position: One Receptionist / Clerk term position is available at the Lunenburg Regional Community Recycling Facility located at Whyntott's Settlement. The term will start once budgets are approved to March 31, 2012.

Duties: The Receptionist / Clerk will be responsible for:

- Answering phones – answering recycling questions, finding waste collection days for residents, giving information about cleanups. Filling out forms from questions asked by customers when having collection problems, transferring calls to other members of staff.
- Waiting on customers – selling of compost, filling out forms and distributing compost carts, giving recycling direction to new residents. Making sure any contractors that come into the office are signed in.
- Cash counts
- Receiving site deliveries and ensuring order matches packing slip.
- Using hand held radio to contact various people on site.
- Filing for managers
- Errands – interoffice mail to Municipal Office
- Receiving mail for the site and distribution
- Giving 1st aid supplies and personal protective equipment out to employees and monitoring inventory for reorders
- Data enter of inventory into site maintenance program
- Various administrative duties – typing, mail outs, mailing addresses, preparing envelopes, folding and stuffing envelopes, faxing documents

Qualifications:

Must have an administrative course and have computer skills that include Microsoft office, excel, and outlook. Good communication skills in person and on the telephone.

Hours of Work:

Monday to Friday 8:00 am to 5:00 pm. There are two 15 minute breaks and an hour for lunch 12:00 noon to 1:00 pm.

Hourly Rate: \$15.63 per hour.

Please contact and send resume to Jim Annand, Solid Waste Operations Manager, by 4:30 pm Friday April 29, 2011.

By Mail:

Jim Annand, Solid Waste Operations Manager
908 Mullock Road
Whynott's Settlement, NS B4V 5T9

By Email:

jannand@modl.ca