

Lunenburg Regional Municipal Joint Services Board

EMPLOYMENT OPPORTUNITY

Admin Clerk/Scale Operator (Term – until March 31, 2023)

About the role....

On behalf of the Municipal Joint Services Board, the Lunenburg Regional Community Recycling Centre (LRCRC) serves residents and businesses in the Municipality of the District of Lunenburg and the Towns of Bridgewater and Mahone Bay.

The Admin Clerk / Scale Operator primarily performs basic admin and Scale Operator duties at the Lunenburg Regional Community Recycling Centre (LRCRC). Work will take place within the administrative building, and scale house. Main duties include supporting finance operations (AP, AR, general ledger, payroll) and acting as a back-up scale operator.

This is a term position, ending approximately March 31, 2023.

Is this you?

As the ideal candidate you have:

- High School diploma or equivalent
- Previous experience with accounting clerk duties and/or bookkeeping is a strong asset.
- Previous customer service experience is a strong asset.
- Previous experience with cash handling and electronic payment systems.
- Strong computer skills including Microsoft Office applications. Familiarity with accounting software is a strong asset.
- First-aid and CPR (required, but employer will train)
- WHMIS (required, but employer will train)

Working Conditions:

- Work during weekdays, occasional Saturdays. Additional hours may be required to cover sick days and vacation time
- Some overtime may be required (i.e. after 5:00 pm weekdays, Saturdays, Holidays)
- Willing to work in areas with exposure to waste and unpleasant odors
- Wear required personal protective equipment at all times
- Some duties will require working alone
- Standing for extended periods of time

Wage: \$16.00/hr. 40+ hours per week, on a rotating schedule.

Visit www.communityrecycling.ca to view the full job description.

To apply, submit a resume and cover letter in confidence to:

Ashley Chase, Human Resources Officer

employment@mjsb.ca

Competition #: MJSB CLERKTERM 2022

Applications will be accepted until **Noon, June 15, 2022.**

While we appreciate your interest in working for the Municipal Joint Services Board, only those candidates selected for interview will be contacted.

