



## EMPLOYMENT OPPORTUNITY

The Town of Gambo is accepting resumes for the position of **Administrative Assistant**. Candidates must already be in receipt of E.I. or having received E.I. in the past five years. These positions are non-insurable for 22 weeks under the **Job Creation Partnership Program**.

### **Administrative Assistant - \$497.00 per week**

**The successful Candidate will be responsible for the following:**

- Answering telephone
- Receiving and sending emails, faxes
- Doing mail outs
- Receipting and invoicing
- Assisting Festival and Events Coordinator with all aspects of Festival
- Working closely with volunteers and committees

**Basic Qualifications:**

- Excellent public relations and communication skills
- Ability to work in a computer active environment
- Team player/leader
- Self motivated
- Must be able to multi-task in a fast pace environment

**Please forward resume to:**

Attn: Lorne Greene  
Administrative Assistant Position  
Town of Gambo  
P.O. Box 250  
Gambo, NL  
A0G 1T0

Email: [lorne.greene@townofgambo.com](mailto:lorne.greene@townofgambo.com)

Fax: 709-674-5399

Application deadline is Tuesday June 20<sup>th</sup>, 2017