

**Town of Bishop's Falls
External Employment Opportunity**

**Office Administrator
*Temporary – Maternity Leave Replacement***

General Description

Working under the direction and supervision of the Town Manager/Clerk, the Office Administrator provides administrative support to senior managers and the Bishop's Falls Town Council. He/she is also responsible, among other things, for the administration of the Town's insurance policies, employee benefits program, payroll, and accounts payable function.

Specific Job Duties and Responsibilities (Summary)

- Issuing purchase orders.
- Maintaining the Town's filing system.
- Entering and processing invoices.
- Preparing accounts payable reports.
- Issuing payments.
- Administering payroll and employee leave.
- Verifying bank deposits.
- Administering the Town's insurance policies.
- Administering the Town's employee benefits program.
- Serving as secretary to management and Council committees.
- Planning and implementing events.
- Maintaining office equipment.

Minimum Qualifications

- A diploma in business administration (executive or general).
- Other combinations of education and work experience will be considered.

Compensation

\$18.62 per hr @ 35 hrs per week. The start and end dates of the employment term are unknown at this time. This is a temporary appointment to replace the incumbent during maternity leave.

Potential Applicant Information

The complete job description can be obtained by emailing info@bishopsfalls.ca. The deadline for applications is August 18, 2017. Resumes and cover letters can be submitted in-person or by email as follows:

In-person: Town Hall
 445 Mail Street
 Bishop's Falls, NL A0H 1C0
Email: info@bishopsfalls.ca