



## Employment Opportunity

### Facility Office Clerk – Maternity Leave

Reporting to the Manager of Facilities, the successful applicant will oversee ice user and sports field contracts and office administrative duties. This is a contract position, 35 hours/week starting April 2021 for a period covering a maternity leave.

#### Responsibilities:

- Administer all facility bookings and act as community liaison with all user groups.
- Handle all website, computer and phone updates, signage and advertising for facilities
- Establish and implement programs and sport tourism events
- Support the Manager of Facilities with purchasing, budget analysis and preparing presentations to Council and special project work
- Oversee office administration including records retention, SPC event management and assist with front line customer service

#### Qualifications:

- Sound computer knowledge in spreadsheets, Word and Microsoft business products
- College Diploma in Recreation, Administration, Finance or a related field required
- Experience with Book King software and cash handling an asset

**Salary:** \$27.38/hour, based on 35 hours/week

Interested applicants should forward a resume and cover letter marked Facility Office Clerk File #11-2021, no later than March 29, 2021 at 4:30 p.m. to:

[hr@greaternapanee.com](mailto:hr@greaternapanee.com) or  
Town of Greater Napanee  
Attn: File #11-2021-Facility Office Clerk  
P.O. Box 97, Napanee, ON K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted by Pesce & Associates. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.