



JOB OFFER **Replacement - indefinite period**

OFFICE CLERK AND COMMUNITY RESOURCE PERSON

General summary

- Performs administrative and accounting support tasks;
- Provides support for the culture, recreation, and community life component of the municipality
- Reports to the Director General / Clerk-Treasurer or any other officer designated by the council.

Tasks and main responsibilities

Office Clerk (60%)

1. Preparation and layout of municipal documents (e.g., garbage calendars, letters, etc.);
2. Check cashing and electronic payments;
3. Drafting, updating and digitizing public works requests;
4. Filing;
5. Updating the website (without programming) and social networks;
6. Administrative support in accounting (monitoring payment agreements, account statements, payment of permits, entry of invoices, mailings, etc.)

Culture, leisure and community life clerk (40%)

7. Support for the organization of social, cultural and community life activities;
8. Point of contact with the various partners for activities related to culture, leisure and community life;
9. Administrative support for the day camp;
10. Support for project development;

Qualifications

- Vocational diploma in accounting
- Equivalent experience will be considered

This position is an indefinite period replacement of thirty-five (35) hours, five (5) days / week from Monday to Friday. The salary and benefits are those provided for in the collective agreement.

Anyone interested should send their resume by mail to the address below, or by email (information.bury@hsfqc.ca) no later than Monday, June 17, 2024, at 4:00 PM.

Municipalité de Bury
Att.: Mme Louise Brière
528, rue Main
Bury (Québec) J0B 1J0

Only selected candidates will be contacted.