



December 19, 2023

**JOB OPENING: Temporary assignment
(undetermined period)**

**SECRETARY / OFFICE CLERK
Applicant Database**

The Town of Mount Royal is currently seeking to replenish its bank of applications for **temporary positions as office clerks and/or secretaries on our recall list.**

SUMMARY JOB DESCRIPTION

Mandate: The incumbent performs a variety of clerical and/or general secretarial tasks, including data entry, updating, filing and follow-up of files in the department to which he/she is assigned. He/she also receives telephone calls and provides general information.

The incumbent may be called upon to work sporadically in various departments departments (public works, city hall, engineering, etc.) of the municipality to provide replacements of all kinds (maternity leave, absences, vacations, work stoppages, extra work and/or special projects).

REQUIREMENTS

The successful candidate will meet the following conditions:

- Hold a diploma of professional studies, appropriate program of study and sector.
- Two years of experience in a similar position in a relevant sector.
- Be bilingual (English and French, spoken and written);
- Master the Microsoft office suite (Outlook, Word)
- Ability to maintain interpersonal relations with different types of customers;
- Ability to work as part of a team and to adapt to a variety of environments
- General office work
- Good communication skills and excellent customer service;
- Have good word processing skills.



CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- Secretary: a salary range from \$27.44 to \$35.87 per hour;
- Office clerk: a salary range from \$25.29 to \$33.06 per hour;
- Free parking for all employees

NOTE: Selected candidates will be required to take eligibility tests (Word, Excel and French).

The interested people have to send their curriculum vitae to **Vanessa Abdulezer** by e-mail at humanresources@town.mount-royal.qc.ca, mentioning the competition number **2023-34**.