

JOB OFFER

SECRETARY 1

The Municipality of Pontiac is looking for a dynamic, bilingual individual who offers good customer service to its citizens. We invite you to put your experience to good use by drafting documents, juggling file follow-ups and meeting tight deadlines. Don't hesitate to apply - we want to get to know you and work with you!

Posting period: From July 11 to July 25, 2023

Job type: Permanent full-time unionized position - 35 hours/week

Hourly wage: \$25.06 to \$30.28/hour

Your tasks

- Draft letters and documents in French and English
- Participate in the coordination and follow-up of various files;
- Provide customer service to citizens
- Produce reports and charts for various departments;
- Follow up on administrative procedures;
- Contribute to the smooth running of the municipal administration.

Do you have what it takes?

Requirements

- High School diploma or certificates of training and advanced training in office automation;
- Six months' relevant or equivalent experience.

Required qualifications and skills

- Great comprehension and writing skills in French and English (bilingual);
- Ability to write in French and English using Microsoft Office suite software;
- Autonomy, initiative and ability to work in a team with tight deadlines;
- Aptitude for customer service;
- Ability to organize and prioritize work methodically and accurately;
- Attention to detail and thoroughness;
- Tact, courtesy and discretion.

This job offer is open to both men and women, and we subscribe to the principle of employment equity.

If you have the profile we're looking for, please send us a cover letter and curriculum vitae, indicating position **SECRETARY 1** in the subject line of your e-mail, before **July 25, 2023**, at 4 p.m. to: emplois@municipalitepontiac.ca