



# VILLAGE OF BELLEDUNE

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May 16, 2023

## Job Posting Casual Administrative Assistant

The Village of Belledune is currently seeking a motivated, enthusiastic, optimistic individual to join our Administrative team. The Casual Admin Assistant position primarily covers vacation time, sick time, or leave of absence for full-time permanent employees, however there is the potential for additional hours when various projects arise. Flexibility is critical to this position, in some cases the successful candidate will be required to fill the position on short notice. The Casual Admin Assistant is the first line of contact for people looking to connect with the Village of Belledune, and serves as an ambassador for the municipality by welcoming people, courteously responding to phone inquiries, and directing visitors.

If you feel that your bright, cheerful demeanor and demonstrated organizational skills would be a fit for this position, we encourage you to send your resume by email to [info@belledune.com](mailto:info@belledune.com), or to deliver your resume in person at the Belledune Municipal Office, located at 2471 Main St. The Municipal Office is open Monday to Friday, 8:00am to 4:00pm, closed from 12:00pm to 1:00pm.

Hand delivered resumes should be in a sealed envelope, and addressed to:

Village of Belledune  
Attention: Chief Administrative Officer  
Competition: **Casual Administrative Assistant**

Electronic submittals should have "Competition: Casual Administrative Assistant" in the subject line.

A job description for this position is available for pickup at the municipal office, or can be provided via email by request to [info@belledune.com](mailto:info@belledune.com).

The deadline for applications is **Wednesday, May 24, 2023 at 3:00pm**. We thank all applicants who apply, however only those selected for an interview will be contacted.