



Employment Opportunity

The Town of Deer Lake is now accepting applications for an Office Assistant under the CEEP Program.

Description

Individual will be required to scan paper street files to a computer, file and properly sort.

Qualifications

- Experience with scanning hardware
- Working knowledge of Windows Operating System and Adobe
- Must be able to work independently
- Municipal experience an asset

Eligibility

- These positions pay minimum wage
- Individuals must be currently unemployed to be eligible to work on the project (Note: part-time, casual, and call in applicants are not eligible)
- Individuals must provide all previous ROE since their last EI application
- Individuals can be employed up to 120 hours
- Individuals must qualify for EI by the end of the project. Further information regarding EI eligibility is available from Service Canada.

Drop off your resume to the Town of Deer Lake, 34 Reid's Lane, or e-mail your resume to deerlaketownclerk@nf.aibn.com subject Office Assistant.

Applications will be accepted until noon on Monday, November 23, 2020.