



Town of Northern Arm

P.O. Box 2006, Northern Arm, NL A0H 1E0

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Email: contact@townofnorthernarm.ca • Website: townofnorthernarm.ca

NOTICE

Town of Northern Arm

The Town of Northern Arm is looking to hire for a **Town Clerk Position**. The successful candidate should have the following:

Experience:

- Customer service: 1 year (preferred) Phone skills
- Municipal office: 3 years (preferred)
- Computer knowledge is a must
- Accessing Town Manager & Mayor in day to day operation.
- Knowledge of Sage accounting system

Schedule: **Part Time Permanent**

- Monday to Friday
- 12 hours week to start
- On call

Work remotely:

- No

COVID-19 precaution(s)

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Wage is negotiable depending on experience

Send resume to:

contact@townofnorthernarm.ca

Attention: Human Resource

By: May 15 2021 deadline

Thank you for taking the time to show your Interest in working with
The Town of Northern Arm those who are selected will be contacted by the Human
Resources Department for a interview.

