



MUNICIPALITY OF THE COUNTY OF PICTOU
CASUAL EMPLOYMENT
ADMINISTRATION & FINANCE

The Municipality of the County of Pictou is currently receiving applications for a casual employee to work in administrative and finance roles.

Preferred applicants will have good communication and interpersonal skills and must be comfortable working in a Windows based computer environment. The successful candidate will be called upon to cover periodic staffing shortages (ie. vacations, sick days & training absences). A flexible work schedule and a willingness to take on a variety of roles is essential.

Job duties are generally categorized as customer service, including phones, receipting of revenue, reception and generally assisting full-time staff with a variety of tasks. This is an ideal position for someone who is not looking for full time work or permanent part time work but is available on a call-in basis with little advance notice. Salary Rate: \$18.08/hour.

Sealed letters of application (clearly marked "**Casual Position**"), including resumes and employment references can be dropped off at the Municipal Administration Building, 46 Municipal Drive, Pictou, mailed to the Municipality of the County of Pictou at P. O. Box 910, Pictou, N.S., B0K 1H0, or e-mailed to carolyn.macintosh@munpict.ca

Deadline for receipt of applications: Friday, April 6, 2018

The Municipality thanks all applicants for their interest, however, only those chosen for an interview will be contacted.