

## Job Vacancy

# Intermediate Clerk

## Service Centre & Service Fredericton

CUPE Local 1709 Salary Scale Step G : \$2,195.26 - \$2,398.82 bi-weekly

### Requirements

- Exceptional customer service experience.
- High School and 1- or 2-year post-secondary education. A combination of education and experience deemed equivalent.
- Ability to speak in both official languages at an intermediate level.
- Knowledge of municipal work or dispatch experience would be an asset.

### Send your resume to

[HR@fredericton.ca](mailto:HR@fredericton.ca)

before October 1, 2024  
at 4:30 p.m. AST



# Intermediate Clerk

## Service Centre & Service Fredericton

*Are you ready to be at the heart of Fredericton's action?*

Join our dynamic team as an Intermediate Clerk. Become a customer service representative for the entire city and the friendly face (or voice!) that helps keep our city running smoothly. You'll be the go-to person for residents, businesses, internal staff and visitors. You will handle everything from service requests, payments for water and sewer, payments for permits, handling parking administrative duties and responding to general inquiries, all while being part of a supportive, high-energy team.

Your day will be full of variety from financial tasks with accounts receivable and collections, to quick problem-solving on phone calls or email requests. If you love multitasking, staying organized, and delivering top-notch service with a smile (even over the phone!), this role is for you. Working for the City of Fredericton means you'll be part of something bigger, helping make our community a better place to work, live and play.

### What You'll Do:

- ◆ Be the friendly first point of contact for public inquiries, and internal requests.
- ◆ Coordinate requests, dispatch teams, and track activities.
- ◆ Process payments for city services and permits.
- ◆ Stay cool under pressure while providing exceptional service to the community.
- ◆ Collaborate with an awesome team while thriving independently.
- ◆ Make a positive impact by solving problems on the fly.

### What You Bring:

- ◆ A passion for helping people and excellent communication skills both written and verbal.
- ◆ Knowledge of Fredericton's geography
- ◆ Ability to keep things organized, even when juggling competing deadlines.
- ◆ Team spirit, with the ability to adapt to the ever-changing demands of municipal work.
- ◆ Experience with modern office software and a knack for learning new systems.
- ◆ Ability to identify issues and develop solutions, strategies, or ideas for a resolution.

### Perks:

- ◆ Bi-weekly benefit spending allowance of \$256.49.
- ◆ Health, Dental and Pension plans
- ◆ Get a behind-the-scenes look at how the city operates.
- ◆ Work with great people in a fun and fast-paced environment.
- ◆ Play a key role in making life in Fredericton even better!

**This isn't just a job – it's your chance to connect with your community, develop new skills, and have a little fun along the way!**

Ready to be part of something exciting? Apply today!

### How to apply:

Email your resume and cover letter to [HR@fredericton.ca](mailto:HR@fredericton.ca) on or before October 1, 2024 at 4:30 p.m. AST.



*Fredericton*



**WHERE CAREERS AND  
COMMUNITY FLOURISH**

