



NAPE

Jerry Earle, President
Bert Blundon, Secretary Treasurer

EXTERNAL JOB POSTING

Clerk Receptionist **Location: St. John's**

Duties:

This is a standardized work involving the operation of a central switchboard and the performance of related clerical and receptionist tasks. It requires providing prompt, accurate and courteous service in answering and placing local and long distance telephone calls. It is the first line of contact between NAPE and visitors to the Office. It involves greeting visitors and directing them to the appropriate person or official with whom they wish to visit.

Qualifications:

Graduation from high school; minimum one year office and data entry experience; experience and proficiency in operating a switchboard; proficiency in the operation of a computer and other office machines; ability to learn assigned clerical tasks readily in accordance with prescribed procedure; ability to work within a group or independently; keyboarding/word processing 40 wpm; good knowledge of the NAPE structure.

Salary:

Salary and benefits package in accordance with Staff Collective Agreement.

Please submit letter of application and resume marked **CONFIDENTIAL - JOB COMPETITION** and addressed to:

President
Newfoundland and Labrador Association of Public and Private Employees
P.O. Box 8100, St. John's, NL
A1B 3M9
Fax (709) 754-0726

Closing Date: June 23, 2015 – 4:00 pm

(This competition is open to male and female applicants.)

PREFERENCE WILL BE GIVEN TO NAPE MEMBERS

330 Portugal Cove Place, PO Box 8100, St. John's, NL A1B 3M9
(p) 709.754.0700 (f) 709.754.0726 (Toll Free) 1.800.563.4442
www.nape.nf.ca