

# Municipality of Cambridge Bay Employment Opportunity



## Municipal Services Dispatcher Part-Time

The Municipality of Cambridge is currently seeking a Municipal Services Dispatcher to work on Saturday, Sunday, Monday and Tuesdays only. This position requires a very reliable dedicated person who can deal with the public in a professional and friendly manner. Under the direction of the Assistant Manager of Municipal Services/Foreman, you will work at the reception desk answering telephones, recording customer requests and dispatching municipal services to the workers; keep the coffee room clean and orderly and assist the Leadhand in finding casual Swampers as needed. The ideal candidate should have:

### Education:

- Grade 10 or Adult Education Upgrading

### Knowledge, Skill and Abilities:

- Basic Computer Skills
- Fluent written and verbal communication skills in English
- Ability to speak and write in Inuinnaqtun is an asset
- Knowledge of office administration is an asset
- Dependable and reliable

Equivalencies will be considered.

The starting salary for this position is \$21.86 per hour. The northern allowance is \$8.22 per hour.

This position requires the successful candidate to go through a Criminal Records Check.

Staff housing for this position is not available.

Please submit your resume and cover on or before December 14, 2018 by 5:00 PM MST to:

Alice Lafrance  
Manager, Human Resources/Benefits  
Municipality of Cambridge Bay  
PO Box 16  
Cambridge Bay, NU  
X0B 0C0  
Phone: 867-983-4657  
Fax: 867-983-2193  
Email: [alafrance@cambridgebay.ca](mailto:alafrance@cambridgebay.ca)

- *Priority will be given to current Municipality of Cambridge Bay employees and Nunavut Land Claims Beneficiaries*
- *Only candidates selected for an interview will be contacted*
- *Job descriptions may be obtained by email, fax or in person*
- *Employment requires an acceptable criminal records check. Possession of a criminal record will not disqualify candidates from consideration.*