

**CBDC Cumberland  
Cumberland Development Corporation Limited**

**Job Description**

**Full Time Contract Maternity Leave Replacement  
Administration Clerk**

This is a term position as an Administration Clerk. The position will be 40 hours per week with hours of work between 8:30 a.m. and 4:30 p.m., Monday through Friday. The Administration Clerk will work under the direction of the CDC Executive Director and will assist office staff through the following duties and responsibilities:

Key Responsibilities:

1. Act as first point of contact for all visitors and direct them appropriately
2. Answer telephones and re-route calls to appropriate person;
3. Accept cash/cheque payments and issue receipts;
4. Internal and external booking requests of rental space in the Community Credit Union Business Innovation Centre
5. Perform any other general administrative support as required (filing, typing, copying, data entry or reporting, etc.)
6. To keep the CDC generic Facebook up to date with prior approval of changes by CDC Executive Director;
7. Pick up and process CDC mail daily, date stamping and distributing accordingly
8. All other administration and reception duties as required by CDC Executive Director.

Qualifications:

1. Completion of Business of Administration Program with a minimum of one year related work experience (or equivalent combination of training and experience) is required.
2. Demonstrated ability to work in a confidential environment is considered an asset.
3. Excellent organization and attention to detail, customer service oriented, with high communication and interpersonal skills are required.
4. Ability to work cooperatively as a member of a team
5. Proficiency in MS Office (Word, Excel, and Outlook) is essential
6. A working knowledge of Simply Accounting would be beneficial

Salary Range starting at \$13.00 per hour (40 hours/week)

Please submit your resume to [carys.wood@cbdc.ca](mailto:carys.wood@cbdc.ca) or mail

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