

Service Canada Employment Opportunity

Attention Residents of Corner Brook and the Surrounding Area

Are you looking for a new and exciting opportunity?

Are you great at starting a conversation?

Service Canada may have an opportunity for you.

Join one of Canada's top 100 employers!

Service Canada is hiring for the following positions:

- Business Support Assistant
- Citizen Service Officer

The duties of a Business Support Assistant:

Supports the operations of a Service Canada Centre through the provision of administration and office services, e.g. materiel management, telecommunications, mail related activities, inventory control, vehicle maintenance and physical security; coordination of room bookings for meetings, training sessions and HR testing, and recording meeting minutes and decisions, acting as an in-person contact for vendors, contractors, property owners, and others etc.

The duties of a Citizen Service Officer:

The face of Service Canada, they provide in-person access to the Government of Canada's wide range of services and benefits. They work directly with clients to provide guidance and access to federal programs and services that support Canadians, facilitating first point of contact resolution in a service environment.

Location: Corner Brook Newfoundland

Term of Employment: Term and/or Casual – Full time and casual call in

Closing Date: Thursday September 2, 2021 (Midnight)

INFORMATION YOU MUST PROVIDE:

Your résumé and cover letter outlining your skills, abilities, experience and which position you are interested in.

E-mail Address: Laura.tucker@servicecanada.gc.ca

Please note that you must be a Canadian Citizen or Permanent Resident to be considered.

EDUCATION:

Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience)

***NOTE:

Preference may be given to those who identify as one of the following Employment Equity groups: Aboriginal persons, visible minorities, persons with disabilities.

TESTING AND INTERVIEWS

- A written test may be administered.
- Interviews will be conducted.
- Reference checks will be sought.