



ENQUIRY CLERK

Written and spoken competence in English and French is required

WorkSafeNB is accepting applications for a casual position of enquiry clerk in Grand Falls, New Brunswick.

Casual employment varies in length.

Reporting to the appropriate manager, the enquiry clerk will: answer public enquiries on claim and other related issues relative to WorkSafeNB's business and perform general receptionist duties, including answering telephone calls and transferring to the appropriate individuals for response.

The candidate must have completed high school and be able to function within the MS Office software, particularly Word and Excel, and type at the rate of 30 wpm. The candidate must demonstrate excellent communication skills. Knowledge of WorkSafeNB claims processes and experience in working in a call centre environment are considered to be assets.

WorkSafeNB offers a competitive salary starting at \$1,196.69 bi-weekly. Please apply in writing by **March 22, 2010** to:

Manager, Staffing

Competition Number: 10-220233-26 (C)

WorkSafeNB

PO Box 160, Saint John NB E2L 3X9

Fax 506 642-0718 or Email employment@ws-ts.nb.ca

Candidates must demonstrate on their application how they have acquired the education and experience required for the position.

WorkSafeNB reserves the right to raise minimum qualifications depending on the number of applications. WorkSafeNB is an equal opportunity employer and promotes a scent-reduced environment.

WorkSafeNB is committed to preventing workplace injuries and illness through education and the enforcement of the Occupational Health and Safety Act. For more information about WorkSafeNB, or this and other employment opportunities, please visit our website at www.worksafenb.ca