



25, boul. Cartier Blvd, Unit(é) 145  
Richibucto, NB E4W 3W7  
Tel: (506) 523-1820  
Fax: (506) 523-1821

104, Irving Boulevard, unit (é) 1  
Bouctouche, NB E4S 3L5  
Tel : (506) 743-1490  
Fax : (506) 743-1491

### **Position**

Student employment – Reception / Administrative assistant

### **Location and duration of employment**

Summer 2025 (May to September) in Bouctouche (most of the time) and Richibucto (occasionally)

### **Brief**

The student will be the first point of contact for clients and will be responsible for providing administrative support to the staff of the KRSC.

### **Responsibilities**

- Answer, screen and forward any phone calls while providing basic information upon request
- Record incoming calls when staff is absent or busy
- Serve clients by greeting and directing them appropriately
- Receive, sort and record daily mail and deliveries
- Taking payments, issuing receipts
- Dispatch volunteer drivers for Transport Kent
- Update conference room availabilities
- Perform other clerical receptionist duties such as filing, photocopying, faxing, archiving etc.

### **Requirements**

The student must be enrolled full-time at a post-secondary institution (college or university) in September 2025. Ideally, the student will be enrolled in a business administration, office technology or related program. Experience in customer service would be an asset. **Fluency in English and French is mandatory for this position.**

**Anyone interested in this position should send a resume and cover letter by email to Isabelle Godin, Assistant Executive Director, at [hr.rh@csrkc.ca](mailto:hr.rh@csrkc.ca) and put in the subject line “Job Posting–Reception”.**

*We thank all those who will respond to this job posting. Only those selected for an interview will be contacted. **No calls or emails for information will be answered.***