

Location: Town of Stratford, PE

The Receptionist/Administrative Clerk will be responsible to work within the Finance department to greet and assist members of the public by providing up to date information on programs and services offered by the Town or directing them to the appropriate department. Process utility payments, assist the public with basic billing and servicing inquiries, and provide receptionist and clerical services for the Town of Stratford and the Stratford Utility, to serve the public and to assist Town Administration.

Candidates must have at least two years related work experience and have