



A Natural Attraction

**Market Clerk
(26 Week Contract Position)
Economic Development and Tourism Services**

The City of Quinte West is currently inviting applications for the position of Market Clerk.

Purpose & Scope of Position:

The Market Clerk manages the operations of the Front Street Farmers' Market in a fashion that will develop and enhance growth of the Farmers' Market. The Market Clerk focuses on delivering quality customer service and continuous improvement processes, guided by the goals and objectives of the City of Quinte West, Economic Development & Tourism Advisory Committee, and the Front Street Farmers' Market Task Group.

Education & Work Experience Requirements:

The position requires a grade 12 diploma; however, candidates with an equivalent combination of education and experience may be considered. Strong customer focus, excellent interpersonal and communication skills and the ability to work effectively in a team environment or independently are necessary. The ideal candidate must be a reliable self-starter and able to make decisions and function with minimal supervision. Excellent organizational skills, the ability to manage multiple/changing demands and priorities and the capability of performing a variety of tasks simultaneously are required.

Remuneration: The salary for this position is \$7,904.00 for the 26 week contract working approximately 19 hours per week.

Qualified applicants are invited to submit a resume and application by email clearly marked: "Market Clerk" in the subject line by 4:30p.m. on Friday, March 22, 2019 to: hr@quintewest.ca.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.