



**Employment Opportunity**  
**RECEPTIONIST/RECORDS**  
**MANAGEMENT COORDINATOR**

The Municipality of Shelburne is seeking applications from qualified candidates to fill the position of Receptionist/Records Management Coordinator. This position is being posted internally and externally at the same time.

The Receptionist/Records Management Coordinator shall be responsible for being the main point of contact for the Municipality in relation to in person, telephone and email inquiries, processing payments, administrative tasks, as well as establishing and maintaining a filing system for the Municipality in conjunction with its policies.

The Municipality of Shelburne is an equal opportunity employer. A job description for this position is available on our website at [www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca). Resumes and cover letters will be accepted until **12 noon on Monday, March 13, 2023**.

We appreciate all expressions of interest for this position; however, only those applicants receiving an interview will be contacted.

The Municipality of Shelburne is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require accommodations at any point during the application and hiring process, please contact us.

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