

WOODSTOCK

Now Hiring ...

RECEPTIONIST

Please note this is a replacement position

Location: Woodstock Police Force Office at 824 Main Street, Woodstock, NB

Wage: Starting at \$26.32/hr commensurate with experience

Position Status: Full-time, Permanent, Unionized - Mon-Fri 8:00am-4:30pm

The Town of Woodstock is seeking a highly organized administrative professional, and customer-oriented individual to join the Woodstock Police Force team in the role of **RECEPTIONIST**. As the first point of contact for the public, they will assist with a variety of administrative duties to support daily operations. The ideal candidate must have strong communication skills, attention to detail, with the ability to adapt to a dynamic and fast paced work environment with a multitude of operational demands.

Education and Experience:

- Post-secondary education in office administration or a related field; or an equivalent combination of education and/or experience may be considered
- 1-2 years' experience in a receptionist or administrative support role

What we offer:

- Wellness pass which includes on site fitness centre membership
- Competitive pay and comprehensive benefits package, Pension Plan, Free access to Employee and Family Assistance Program (EFAP) and services
- 2 weeks vacation - as per the Collective Agreement
- A fun, team environment with opportunities for career growth, professional development and training

APPLY NOW!



SEND YOUR RESUME + COVER LETTER BY
NOVEMBER 5TH, 2025 TO **HR@WOODSTOCKNB.CA**

