



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 2026 (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 2026. 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@csrk.ca and put in the subject line “Job Posting–Reception”.

The deadline for submitting an application is Monday, March 2, 2026.

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.