

# Mount Pearl Matters

## **EMPLOYMENT OPPORTUNITIES ADMINISTRATIVE ASSISTANTS (Replacement & Call-In Positions)**

The City is establishing an eligibility list for Administrative Assistants for replacement and call-in positions. In addition to a strong citizen service focus, good attention to detail, interpersonal and organizational abilities, you will possess a diploma in Office Administration and progressive relevant experience; or an equivalent combination of experience and training acceptable to the City.

Additional details on this opportunity are available on the City's website at [www.mountpearl.ca](http://www.mountpearl.ca) or email: [recruitment@mountpearl.ca](mailto:recruitment@mountpearl.ca) or call 748-1094. Deadline for submitting applications is **Friday, March 12, 2010**.

## **SUMMER STUDENT POSITIONS**

The Community Services Department is now accepting applications from enthusiastic, creative and energetic students for the following summer positions.

- Day Camp Coordinators
- Inclusion Coordinator
- Day Camp Counsellors
- Inclusion Counsellors
- Summer Events Coordinator
- Youth Activity Coordinator
- Summer Events Assistant
- Youth Activity Leaders
- Outdoor Recreation Coordinator
- Outdoor Recreation Counsellors

Applications with job requirements are available on the City's website at [www.mountpearl.ca](http://www.mountpearl.ca) or can be picked up at City Hall, Reid Community Centre or Swimming Pool. Applications are to be addressed to SUMMER EMPLOYMENT, Community Services Department, Attention: Ray Osmond, Director of Community Services at the address below. Deadline for submitting application is **Friday, April 9, 2010** at 3:30 p.m.

The City thanks all students who apply. Applicants to be interviewed will be contacted by telephone prior to May 21, 2010.

## **TENDER**

### **INTERIOR OFFICE RENOVATIONS MUNICIPAL DEPOT MOUNT PEARL**

#### **Tender Package TP 10-016**

The City invites tenders for the above noted project. Tender packages are available at the Front Counter, City Hall. The works to be completed under this contract generally include, but not limited to, INTERIOR OFFICE RENOVATIONS of the Municipal Depot on Clyde Avenue.

Tenders are to be submitted on forms provided, accompanied by an appropriate bidding security and contained in sealed envelopes addressed to the Chief Administrative Officer, clearly marked as to the contents and must be delivered to 3 Centennial Street, no later than 2:00 p.m. Friday, March 19, 2010. A public tender opening will take place immediately after tender close. The lowest or any tender not necessarily accepted.



CITY OF  
**Mount Pearl**

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