



## Village of Port Alice EMPLOYMENT OPPORTUNITY

Administrative Clerk  
Casual\On-call Position

### **Summary:**

The Village of Port Alice is looking for a casual\on-call Administrative Clerk. The job involves general clerical and reception duties, preparation of Council Agendas, day to day financial functions, accounts payable & receivable. The Administrative Clerk will also assist the CAO with other tasks as assigned and handle documents of a confidential nature.

### **Required Knowledge, Abilities and Skills**

1. Be able to deal tactfully, respectfully, and effectively with other staff, management, elected officials and the general public.
2. Be able to deal with matters in a confidential manner and maintain confidentiality at all times.
3. Be proficient in the use of word processing and spreadsheet programs.
4. Willingness to learn new computer skills and new methods of carrying out work when/if they are introduced.
5. Be an excellent team player.
6. Preference will be given to candidates with relevant municipal experience and/or knowledge of the MAIS computer operating system.

This position is included in the CUPE Local 401 Bargaining Unit. The rate of pay for this position is 23.11.

Interested persons are invited to submit a cover letter and resume on or before **April 20, 2018 at 4:00pm** to:

Paul Carver, CAO  
PO Box 130  
1061 Marine Drive  
Port Alice, BC V0N 2N0

Phone 250 284-3391  
Fax 250 284-3416  
Email [info@portalice.ca](mailto:info@portalice.ca)

Applications may be submitted in person, by mail, fax or email. It is the responsibility of the applicant to ensure that the application is received on time.