



THE CORPORATION OF THE VILLAGE OF SLOCAN

JOB POSTING

The Village of Slocan is currently recruiting for a Casual Office Worker to work in the Administration Department primarily to cover sick and vacation time for regular full time employees.

POSITION:	On-call Casual Office Clerk
REPORTS TO:	Chief Administrative Officer
WAGE:	\$14.00 per hour
HOURS OF WORK:	On-call as required, regular shift is 6 hours
QUALIFICATIONS:	Minimum Grade 12 Diploma, supplemented with office training
EXPERIENCE:	2 years municipal office experience; or work experience of a similar nature in private industry. Must have experience working with the public.
LICENCES/CERTIFICATES/DEGREES:	Prefer Office Administration Certificate, or equivalent.
SPECIFIC SKILLS:	Must be proficient with Microsoft Word and Excel and have a good working knowledge of office equipment and procedures.
SPECIAL REQUIREMENTS:	Available and willing to work intermittent schedule. Available to provide sick and holiday relief in the Administration Department on short notice. Willing to participate in required training and certification as needed.
DUTIES:	Perform the duties of on-call casual office clerk and provide front office reception, customer service and administrative duties as required. Examples of duties include typing, filing, cashier, reception, secretarial duties for the CAO, accounting, etc.

Interested applicants are requested to submit a covering letter and resume prior to **4:00 pm, Thursday February 18th, 2010**. Qualifications and experience must be outlined with verifications of education/certification attached. The successful applicant will be required to provide a Criminal Record Background check. Forward applications, under confidential cover, to:

Shana Paivarinta, CAO
Village of Slocan
Box 50, Slocan, BC V0G 2C0
email: WORD FORMAT ONLY: info@villageofslocan.ca

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for an interview will be contacted.