



THE CORPORATION OF THE VILLAGE OF SLOCAN
 PO Box 50, 503 Slocan Street, Slocan BC, V0G 2C0
 P: (250) 355-2277 F: (250) 355-2666
 cao@villageofslocan.ca

JOB POSTING:

ADMINISTRATIVE ASSISTANT (PART-TIME/CASUAL)

POSITION:	ADMINISTRATIVE ASSISTANT (PART-TIME/CASUAL)
OVERVIEW:	The Village of Slocan is seeking a self-motivated professional who will provide administrative support for the Village Office. The candidate's adaptability, resourcefulness, good judgement, and ability to multi-task will allow for him or her to confidently handle the daily responsibilities and duties of this diverse position. The chosen candidate will be required to process confidential matters and materials.
REPORTS TO:	The Chief Administrative Officer
WAGE:	\$17.00 per hour (plus 4% Vacation Pay)
HOURS OF WORK:	Up to 24 hours per week
EDUCATION & EXPERIENCE:	Minimum Grade 12 Diploma, supplemented by post-secondary training, plus related experience, or an equivalent combination of training and experience.
KNOWLEDGE, SKILLS & ABILITIES:	<ul style="list-style-type: none"> • Municipal office experience or work experience of a similar nature in private or public industry • Excellent verbal and written communication skills • Must have experience working with the public • Ability to work under pressure • Ability to act with tact and discretion in addressing and processing a variety of matters, some of which are of a highly-confidential, sensitive, or political in nature • Ability to work independently, organize workload, set priorities, and meet deadlines • Must be able to effectively use the MS Office Suite including Outlook, Word, Excel, and PowerPoint, at an intermediate to expert level • Proficient with typing • Experience with paper and electronic records management systems
LICENCES/CERTIFICATES:	Prefer Office Administration Certificate, Accounting Certificate, or equivalent.
SPECIFIC SKILLS:	Must be proficient with Microsoft Word, Excel, and Outlook, and have a good working knowledge of office equipment and procedures.
SPECIAL REQUIREMENTS:	Available and willing to work intermittent/flexible schedule. Willing to participate in required training and certification as needed.
DUTIES:	Perform the duties of Administrative Assistant 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, publications, etc.

Interested applicants are requested to submit a covering letter and resume prior to **4:00 pm on Thursday, June 28th, 2018**. Qualifications and experience must be outlined with verifications of education and certification attached. The successful applicant will be required to provide a Criminal Record Background check. Forward applications, under confidential cover, to:

Michelle Gordon, CAO
 Village of Slocan, Box 50, Slocan, BC V0G 2C0
cao@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.