



## **Casual Office Clerk CUPE 401 External Posting District of Port Hardy Municipal Hall**

Port Hardy Municipal Hall has an exciting opportunity to join our Administration Team as a Casual Office Clerk. This casual position competition is open to all District of Port Hardy CUPE 401 employees and the general public. The position will report to and be supervised by the Director of Financial Services and be based in the Port Hardy Municipal Hall Reception area.

The successful candidate will work up to 5 days per week 4 hours per day (10am to 2pm) Monday to Friday for two months to get trained in the position, following this period, the position will be called upon on an on-call basis to cover vacations, illnesses and increased work due to taxes and utility notices.

### **General Duties**

- Respond to telephone, e-mail, and in-person inquiries from customers and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Take and record telephone, e-mail, or written message for staff members.
- Type forms, letters, reports, and memos as necessary.
- Receive and distribute all forms of paper correspondence.
- Organize, maintain, and coordinate office records and files in their proper locations.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Provide information to staff and/or clients about special activities.
- Maintain the reception in a tidy and presentable manner.
- Accept and monitor inbound shipments as necessary.
- Assist with Social Media, website posts and newsletter creation
- Folding and make ready for distribution newsletters and other related duties.
- Perform data entry as assigned.
- Other related duties as assigned.

### **The preferred Candidate**

- High school diploma or GED, or an acceptable combination of education and experience.
- Able to write simple correspondence, including memos, letters, etc.
- General mathematical skills.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Adjusts and is flexible to meet changing work needs and demands.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem solving skills.
- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong customer service orientation.

### **Wage:**

- Hourly rate of \$17.91 plus 8.6% in lieu of benefits (if applicable).

A cover letter and resume may be emailed, delivered, or mailed to:  
Deb Bodnar, Director of Financial Services, District of Port Hardy  
7360 Columbia Street PO Box 68  
Port Hardy, BC V0N 2P0  
Email: [dbodnar@porthardy.ca](mailto:dbodnar@porthardy.ca)  
Phone: 250-949-6665

**Open November 23, 2021 until filled**