



## **RECEPTIONIST/ADMINISTRATIVE OFFICE CLERK POSITION**

As an essential member of the Village staff, the Receptionist/Administrative Office Clerk reports to the Chief Administrative Officer and Deputy Chief Administrative Officer. Responsibilities of the Village's primary front counter representative include, but are not limited to: responding to enquiries from the public, processing accounts payable and receivable, boat harbour billing, performing bank reconciliations and assisting customers with tax and utility accounts, providing property information, etc.

This is a full-time position Monday through Friday (8:30AM – 4:30PM) and includes a competitive benefit package.

### **Desired qualifications include:**

- Strong customer service and organizational skills;
- Ability to tactfully and professionally deal with various levels of government, members of the public, and fellow employees;
- Superior oral and written communication skills;
- 'Power User' of Microsoft Windows, Outlook, Word, and Excel;
- Ability to learn and adjust to regulatory requirements quickly and apply them practically;
- A background in bookkeeping and accounting functions will serve the candidate well; experience using accounting software an asset;
- Work experience in the Municipal sector, is desirable; experience working within other comparable organizational frameworks will be considered.

This position is available immediately – please include your availability with your application letter.

Please forward your resume with a minimum of three (3) related references and a brief cover letter clearly marked '**Confidential**' by **4:00PM Friday, June 29, 2018** to:

Mayor and Council  
Corporation of the Village of Alert Bay  
Bag Service 2800  
Alert Bay, BC  
V0N1A0  
Email: [mayor@alertbay.ca](mailto:mayor@alertbay.ca)

For more information on our community, or complete job description please refer to our website at [www.alertbay.ca](http://www.alertbay.ca). The Village of Alert Bay thanks all applicants for their interest in applying for this position however, **only those selected for an interview will be contacted.**