



**City of Port Alberni
EMPLOYMENT OPPORTUNITY**

Parks and Recreation – Recreation Receptionist Assistant (Casual)

The City of Port Alberni is accepting applications for a Recreation Receptionist Assistant to work on a casual basis at various times on weekends, days and evenings at Recreation facilities including the Multiplex, Echo Centre and the Aquatic Centre. This position involves clerical, reception and cashier work. Candidates are required to have a minimum of Grade 12 education, reception and customer service skills and demonstrated competency with MS Word and a keyboarding speed of 60 wpm. As a requirement of the job, applicants must have a current CPR-Level C and Standard First Aid or Aquatic Emergency Care certificates.

Rate of pay is per CUPE, Local 118, Collective Agreement.

Resumes with covering letters and proof of qualifications, should be forwarded before 4:30 p.m. on Wednesday, October 14, 2015:

Attention: Theresa Kingston, Manager of Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
Faxed to: 250 723-1003
Emailed to: humanresources_resumes@portalberni.ca (MS Word format)

We regret that only those applicants selected for interviews will be contacted.