



Parks, Recreation & Culture RECEPTIONIST

The City of Port Alberni is accepting applications for casual Receptionists to work on various days and times, including weekdays and weekends. This position involves clerical, reception and cashier work at our recreation facilities including the Echo Aquatic Centre and Echo Community Centre.

Required qualifications for this position include:

- Completion of Grade 12 (or equivalent)
- Completion of computer and office administration courses
- Previous reception and customer service experience
- Demonstrated competency using MSOffice programs
- Computer typing speed of 60 words per minute
- Current Standard First Aid and CPR C/AED certifications

Successful candidates will be required to complete a Police Information Check. The rate of pay for this position is \$30.37 per hour plus 15% in lieu of benefits.

To Apply:

Please forward a resume and cover letter, including copies of your qualifications, by December 8, 2023:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

