



RECEPTIONIST (casual) (Parks, Recreation & Heritage)

The City of Port Alberni is accepting applications for Receptionist Assistants to work on a casual basis at various times on weekends, days and evenings. This position involves clerical, reception and cashier work at our recreation facilities including the Multiplex, Aquatic Centre and Echo Centre.

Required qualifications for this position include:

- Grade 12 (or equivalent)
- computer and office administration courses
- previous reception and customer service experience
- demonstrated competency using MSOffice programs
- a keyboarding speed of 60 wpm
- current CPR-Level C and OFA Level 1 certifications (or equivalent)

Successful candidates will be required to complete a Police Information Check. The rate of pay for this position is \$29.12 per hour plus 15% in lieu of benefits.

Qualified applicants are invited to apply by forwarding a resume and cover letter, along with copies of the required qualifications to:

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.

