



RECEPTIONIST – RCMP (casual)

The City of Port Alberni is accepting applications from candidates interested in working as a receptionist at the RCMP. The successful candidate will perform clerical, administrative and reception duties. This is a casual position with no assigned hours.

Specific duties may include:

- providing assistance and information to the public
- receiving and processing calls and enquiries
- preparing correspondence, documents and reports
- preparing and maintaining files

Required qualifications:

- Grade 12 (or equivalent)
- completion of computer and office administration courses
- previous reception, administrative and customer service experience
- demonstrated competency using MSOffice programs
- a typing speed of 60 wpm
- previous experience working in a police detachment would be preferred

The rate of pay for this position is \$33.41 per hour plus 15% in lieu of benefits. Candidates will be required to complete competency testing related to typing, transcription and accuracy, and must be able to obtain and maintain required security clearance in order to work at the RCMP.

To Apply:

Please forward a resume and cover letter, including copies of any qualifications, by December 13th at 4:30 pm:

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.

