



RECEPTIONIST – City Hall (casual)

The City of Port Alberni is accepting applications from candidates interested in working as a receptionist at City Hall. The successful candidate will be a self-starter who has great multi-tasking and customer service skills. They will support a number of different departments performing clerical, administrative and reception duties. This is a casual position with no assigned hours.

Specific duties may include:

- Providing a wide range of information, assistance and service to the public, either in person or over the phone
- preparing correspondence, documents and reports
- preparing and maintaining files
- processing payments

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

The rate of pay for this position is \$32.79 per hour plus 15% in lieu of benefits.

To Apply:

Please forward a resume and cover letter, including copies of any qualifications, by April 8th, 2024, 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.

