



**City of Port Alberni
EMPLOYMENT OPPORTUNITY**

Parks and Recreation – Receptionist Assistant (Casual)

The City of Port Alberni is accepting applications for a Receptionist Assistant 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.

Candidates are required to have the following qualifications:

- a minimum of Grade 12 education supplemented by computer and office administration courses
- previous reception and customer service experience
- a demonstrated competency using MSOffice programs
- a keyboarding speed of 60 wpm
- current CPR-Level C and OFA Level 1 certifications

Successful applicants will be required to complete a Police Information Check.

Rate of pay is per CUPE Local 118 Collective Agreement.

Resumes, with a cover letter and copies of the required first aid certificates, will be accepted until 4:30 pm on Monday, January 8, 2018 to:

- Krista Tremblay, Manager of Human Resources - at City Hall, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
- or by email to humanresources_resumes@portalberni.ca

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