



qathet REGIONAL DISTRICT

Receptionist/Clerk/Clerical Assistant - Casual

The qathet Regional District is accepting applications from persons interested in being placed on its on-call list for casual work as either relief receptionist or clerical assistant. This work would be ideal for someone who is not looking for full-time work but who is interested in occasional use of their office experience. We require a high level of skill and the ability to fit into a busy office.

KEY DUTIES AND RESPONSIBILITIES *include the following:*

- Receive and direct incoming telephone calls, general e-mails and visitors to the reception area; provide information and assistance, within prescribed limits; or refer to appropriate person or department.
- Maintain record of public complaints, reports and suggestions and refer to appropriate person.
- Receive incoming mail and faxes; distribute to appropriate person or department; process outgoing mail.
- Assemble, copy, and distribute meeting agenda packages, minutes and other prepared documents electronically, by mail or personal delivery, as directed.
- Replenish supplies for office workstations on a regular basis.
- Perform routine typing and clerical duties including filing and word processing for various departments.
- Operate various office equipment including computer, multi-line telephone, fax machine, photocopier, scanner, printers, calculator, and other comparable equipment, as required.
- Deal courteously and tactfully with the public, directors and other officials and promote the image of the Regional District as an open and accessible government office.
- Follow all policies, procedures and standards of the Regional District.
- Perform other related duties as assigned.

Education/Training/experience

- Completion of Grade 12 or equivalent
- Accredited computer training in Microsoft office or related experience
- At least 12 months' related experience

Skills / Abilities

- Strong interpersonal and customer service skills
- Keyboarding, word processing and general knowledge of computer applications
- Good command of written English
- Sound knowledge of office procedures and standard office equipment

Candidates must be available on short-notice and for pre-scheduled short-term work. Formal testing may be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position to:

qathet Regional District
202 - 4675 Marine Avenue
Powell River, BC V8A 2L2
Attn: Michelle Jones, Manager of Administrative Services
Email: employment@qathet.ca

Deadline for applications: 4 pm on Monday, June 17, 2019

The 2019 wage rates varies from \$22.52 - \$25.14 and the position is subject to CUPE Local 798 Collective Agreement. We thank all applicants for their interest. However, only those selected for an interview will be contacted.