

JOB POSTING

POSITION:	Administration Clerk – Temporary, Full Time
DEPARTMENT:	Finance
RATE OF PAY:	\$27.54 per hour (40 hours/week) <i>Less 10% during probationary period, plus 12% in lieu of benefits and statutory holidays.</i>
POSTING DATE:	November 23, 2021
CLOSING DATE:	December 7, 2021 at 4pm

JOB SUMMARY

The District of Ucluelet, situated on the edge of Vancouver Island's beautiful west coast, is offering a unique opportunity for a qualified candidate interested in fulfilling the role Administrative Clerk.

This is a temporary, full-time position that performs a variety of receptionist, clerical, accounting and cashier duties in support of the general administration of the District of Ucluelet. Normally, the Administration Clerk reports to the Director of Finance; however, this role will also provide key support for the District of Ucluelet.

JOB DESCRIPTION

Principle Responsibilities

- Perform administrative duties including clerical and staff support, proofreading documents, filing, photocopying and processing mail.
- Assists with the preparation of documents and correspondence pertaining to Emergency Management Meetings and Ucluelet Fire Rescue.
- Responsible for daily front office operations including customer enquiries, answering incoming calls, processing complaints, and providing general information to the public.
- Assists with basic research and data analysis as assigned.
- Participates in special projects as assigned.
- Performs the duties of a cashier as required, of which duties include but are not limited to the receiving of payments and issuing receipts, recording transaction data, preparing cash receipt entries for deposits as required and daily closeout duties.
- Perform clerical tasks, such as keyboarding, proof-reading, meeting minute taking, logging data, delivering messages, arranging catering, and running errands and drafting routine correspondence, letters, memos, and reports as required.
- Maintaining inventory of all office supplies and ordering materials, supplies and inventory as necessary.
- Receive, process, distribute incoming mail, emails and municipal applications, as well as couriered envelopes, packages, and other deliveries; regularly collect, process, and send outgoing mail, courier envelopes and packages.

- Assist with all aspects of records management and the safekeeping of archival records; including file creation.
- Schedules and attends meetings of Council, Board of Variance, Harbour Authority, public hearings, Occupational Health and Safety, Ucluelet Emergency Network and Emergence Support Services, and other meetings as required. These meetings may occur after 4:30 PM.
- Assist the Finance department as required.
- Ensure that all downstairs windows and outside doors are locked every afternoon prior to closing.
- Perform other related duties as required.

Required Knowledge, Skills, and Abilities

- Performs duties with courtesy, tact, and diplomacy.
- Provides courteous and diplomatic customer service.
- Maintains pleasant disposition under pressure.
- Thrives in a team environment.
- Demonstrable ability to follow office procedures, using functional terminology, business English, and punctuation.
- Proficient in handling cash and the use of cash receipting systems.
- Prioritizes assigned tasks and delivers responsibilities within established timelines.
- Displays strong organization skills.

Education, Work Experience, Required Qualifications

- Successful completion of Grade 12 or equivalent training.
- Successful completion of a Post-Secondary Diploma or Certificate in Office Administration or equivalent combination of training and experience.
- Proficiency using MS Word, Excel, Outlook.
- Working knowledge of Zoom, Teams and other video conferencing platforms.
- Minimum two years' experience in an office environment.
- Valid Class 5 BC driver's license.
- Will be subject to a criminal record check.

Qualified applicants please apply by sending your resume and cover letter including references to:

Joseph Rotenberg, Manager of Corporate Services
District of Ucluelet
Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
jrotenberg@ucluelet.ca 250 726 7744

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.