

JOB POSTING

POSITION: Administration Clerk – Casual
DEPARTMENT: Finance
RATE OF PAY: \$28.16 per hour
Less 10% during probationary period, plus 12% in lieu of benefits and statutory holidays.
POSTING DATE: September 23, 2022
CLOSING DATE: October 7, 2022, at 4:00 PM

JOB SUMMARY

The District of Ucluelet wishes to supplement its regular CUPE Union workforce with casual staff to provide relief for regular employees or assistance with special projects on an irregular or intermittent basis.

This is a casual 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.
- 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, proofreading, meeting minute taking, logging data, delivering messages, arranging catering, and running errands and drafting routine correspondence, letters, memos, and reports as required.
- Perform tasks such as program registration and facility bookings.
- Sets up/strikes down programming spaces as required.
- Receive, process, distribute incoming mail and emails, as well as couriered envelopes, packages, and other deliveries where required.
- Assist the Finance department as required.
- Perform other related duties as required.

Required Knowledge, Skills, and Abilities

- Performs duties with courtesy, tact, and diplomacy.
- Provides courteous and diplomatic customer service.
- 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.
- Proficient in booking and registration 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 related field or equivalent combination of training and experience.
- Proficiency using MS Word, Excel, Outlook.
- Minimum two years of experience in an office environment.
- Will be subject to a criminal record check.

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

Samantha McCullough, Executive Assistant
District of Ucluelet
Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
careers@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.