



## RECEPTIONIST – City Hall / RCMP (casual)

The City of Port Alberni is accepting applications from candidates interested in working as a receptionist at City Hall and the RCMP. The successful candidate will support a number of different departments and will perform 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 keyboarding speed of 60 wpm

The rate of pay for this position is \$32.07 per hour, plus 15% in lieu of benefits. Candidates will be required to complete competency testing related to typing, transcription and accuracy, and must be able to obtain and maintain required security clearance in order to work at the RCMP.

### **To Apply:**

Please forward a resume and cover letter, including copies of any qualifications, by December 16, 2022 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](mailto: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.***

