

**JOB POSTING**

<b>POSITION:</b>	Administration Clerk – Permanent, Full- Time
<b>DEPARTMENT:</b>	Finance
<b>RATE OF PAY:</b>	\$28.79 per hour (40 hours/week) <i>(Less 10% during probationary period, plus benefits).</i>
<b>HOURS OF WORK:</b>	Monday – Friday, 8:00 AM to 4:30 PM
<b>POSTING DATE:</b>	September 26, 2023
<b>CLOSING DATE:</b>	October 10, 2023

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**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 permanent, 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 Chief Financial Officer; however, this role will also provide key support for the District of Ucluelet.

**Principle Responsibilities**

- Perform administrative duties including clerical and staff support, proofreading documents, filing, photocopying and processing mail.
- Prepares documents and correspondence pertaining to Corporate Services.
- 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 and emails 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.
- 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.
- Proficiency in handling cash and the use of cash receipting systems.
- Prioritizes assigned tasks and delivers responsibilities within established timelines.
- Provides courteous and diplomatic customer service.
- Ability to communicate effectively and diplomatically with, members of the community, and staff members.
- maintains pleasant disposition under pressure.
- Excellent interpersonal skills.
- Strong work ethic.
- Ability to take direction and respect policy.
- Proven time management skills.
- Must be adaptive, and flexible.
- Organized and efficient.
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios.
- Demonstrable ability to follow office procedures, using functional terminology, business English, and punctuation.

### **QUALIFICATIONS:**

- Post Secondary diploma/ degree in a related field; or equivalent work experience.
- Minimum two years' experience in an office environment.
- Proficiency using MS Word, Excel, Outlook.
- The successful applicant will be required to provide criminal record clearance as a condition of employment.
- Valid B.C. Driver's License Class 5.
- Current Drivers Abstract must be submitted as a condition of employment (*The license must not include any restrictions that would affect the ability to legally and safely carry out the responsibilities of the position*).

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

Samantha McCullough, Manager of Human Resources & Communications- [careers@ucluelet.ca](mailto:careers@ucluelet.ca)

District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0

*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.*