

Alberni Valley Childcare Society

Office Assistant - finance

Part time: 8 to 20 hrs/wk

WAGE: \$18.00 to 23.50 depending on experience

Location: Port Alberni

Education: Grade 12 + office administration/bookkeeper experience or training

Assets: The successful applicant will be familiar with financial management within a Non-Profit Business environment
Solution-oriented and have a strong willingness to learn in a team environment.
Able to communicate well with parents and co-workers
Able to multi-task and work independently when directed

Apply to: Alberni Valley Childcare Society
4325 Neill St.
Port Alberni, BC
V9Y 1E5
ss@avchildcare.ca