



# JOB OPPORTUNITY

## **CLERK / RECEPTIONIST** **(Time-durated – 12 month maternity leave coverage)**

The Village of Harrison Hot Springs is seeking a Clerk / Receptionist for a 12 month maternity leave coverage.

Under the direct supervision of the Corporate Officer, the incumbent in this position will assist management in achieving efficient operation of the Village through outstanding performance in administrative, records management and customer service duties as assigned while observing and complying with municipal policies. Work is performed with limited supervision and requires initiative, sound judgement and excellent public relations skills.

### **Required Qualifications and Skills:**

- Minimum Grade 12 education supplemented by related post-secondary courses
- Minimum 2 years clerical experience in a related field
- Formal training and sound knowledge in the use of computer software, including Microsoft Office suite of products and Adobe

### **Tasks include:**

- Customer Service: manage switchboard and front counter traffic providing assistance and information regarding Village Services.
- Monitor the Village's email information box and distribute incoming email
- Cash Receipting: process payments received by mail, email, fax or in person
- Bank deposits: Reconcile daily cash receipting batches and prepare bank deposits
- Administrative support for Pet licensing, Business licenses, Bylaw Enforcement, Property Taxes and Utility Billings.
- Provide general administrative support for all departments, including correspondence, information materials, forms and communications

Hours of Work: Monday to Friday 8:30am – 4:30pm

Rate of pay \$29.16 (2021) plus an additional 10.6% in lieu of benefits

Please submit cover letter and resumé to:

Human Resources  
Village of Harrison Hot Springs  
PO Box 160, 495 Hot Springs Road  
Harrison Hot Springs BC V0M 1K0

Or via email to: [sschultz@harrisonhotsprings.ca](mailto:sschultz@harrisonhotsprings.ca)