



JOB OPPORTUNITY

Admin Clerk / Receptionist CASUAL

The Village of Harrison Hot Springs is seeking a casual Admin Clerk / Receptionist.

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 and forms

Hours of Work: As needed, during office hours Monday to Friday

Rate of pay: \$33.78 plus 15% 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

Cover letter and resumes may also be sent via email to: sschultz@harrisonhotsprings.ca

This opportunity will remain open until a suitable candidate is found

Posted April 14, 2025