



JOB POSTING

OFFICE ASSISTANT 2

The Village of Nakusp has an employment opportunity for a permanent **Office Assistant 2**. Reporting to the CAO/Treasurer, this position assists with front counter duties and in the coordination and maintenance of the Village's accounting records and completes other office administration functions as required.

This position encompasses front counter duties along with accounting and administrative work of moderate complexity including:

- Handling customers inquires
- Telephone reception
- Cash receipting
- Research for bylaws, policies etc.
- Tracking leases
- Processing mail
- Assist with preparation of council agenda packages
- Maintenance of related files and records

This position requires establishing and maintaining effective working relationships with a variety of internal and external contacts and working within established guidelines and policies. Since this position performs front counter and reception duties, exceptional customer service is required.

Desirable skills for the position include:

- Self-starter
- Organized and ability to manage several tasks simultaneously
- Demonstrate flexibility and employ a positive "Can Do" attitude
- Ability to follow oral and written instruction and work with minimum supervision

The successful applicant must be comfortable interacting with the public, using technology, being a team player and have keen administration and interpersonal skills. Ideal applicants will have experience in an office environment and post-secondary education in book keeping and/or administration. Experience in local government and with VADIM software is an asset.

This is a temporary unionized position with a rate of pay of \$25.75 per hour.

A complete resume of experience, qualifications and references will be accepted until 4:00 pm, June 8, 2018, to the CAO, Village of Nakusp, Box 280, 91 – 1st Street NW, Nakusp, BC, V0G 1R0; Fax: 250-265-3788, or email cao@nakusp.com

Applicants not contacted within three weeks of the competition closing date are thanked for their interest.