

INCORPORATED 75 YEARS | 1945-2020



INTERNAL/EXTERNAL POSTING

CLERK – RECEPTIONIST (Full-Time)

The Development Services Department is seeking an individual with outstanding customer service and interpersonal skills to join their team on a Regular Full-Time Basis. Reporting to the Director of Development Services, you will provide a variety of clerical support services including processing development applications and building permits, providing general reception and administrative support as well as cash receipting and other duties as required. You will be responsible for providing customer service in a professional and courteous manner, including dealing with upset or angry customer complaints with a considerable amount of judgement.

Experience and qualifications we are seeking include:

- Secondary school graduation in addition to an administrative/secretarial training at a recognized institution or an equivalent combination of education or experience.
- Minimum of two years receptionist and/or secretarial experience.

This is a unique opportunity to become part of the vibrant future of the Town of Oliver. If your background mirrors our requirements, you are invited to forward your resume in confidence not later than 4:00pm March 13, 2020 by mail or email to:

Randy Houle, Director of Development Services
Town of Oliver
PO Box 638
Oliver, BC V0H 1T0 rhoule@oliver.ca

The hourly salary range for this position is \$24.04 to \$27.87 (2019 Dollars) (CUPE Collective Agreement) with a comprehensive benefits package. *We sincerely thank all candidates for their interest; however; only those selected for an interview will be contacted.*

PO Box 638 Oliver, BC V0H 1T0 • Tel: 250.485.6200 • Fax: 250.498.4466 www.oliver.ca

