



INTERNAL/EXTERNAL POSTING

CLERK - RECEPTIONIST (Full-Time)

The Corporate Services Department seeks an individual with outstanding customer service and interpersonal skills to join their team on a Regular-Full Time Basis. Reporting to the Corporate Officer, you will provide a variety of clerical support services including receiving, recording, balancing and processing receipts for a variety of Town accounts, operating the central switchboard, posting to social media accounts, supporting in the processing of development applications and bylaw infractions, and providing general reception and administrative support.

In this position, you will provide information to the public in relation to a variety of Town functions, including property taxes, utilities, dog and business licensing, bylaw enforcement, assist in the planning of special events, and scheduling appointments. 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.

The hourly salary range for this position is \$25.26 to \$29.28 (2020 CUPE Collective Agreement) with a comprehensive benefits package. *Please submit a resume and cover letter and please note only complete applications will be considered.*

Application Deadline	3:00 pm, Friday, March 26, 2021
Submit your Application	Town of Oliver, 6150 Main Street (Box 638), Oliver, BC V0H1T0
eMail	dvaykovich@oliver.ca