



## **INTERNAL/EXTERNAL POSTING**

### **Public Works & Town Hall Clerk(s) (Part-Time Casual)**

The Town of Oliver is looking for positive, energetic and knowledgeable individuals who thrive in administrative and service based work to provide casual clerical support relief at Town Hall and the Public Works Department. The successful applicants will have excellent organizational skills, the ability to multi-task in a fast paced environment and be able to communicate effectively in a team environment. Solid related clerical/administrative experience is required to be considered.

**If many of the following characteristics and skills describe you, we want to meet you!**

- You have exceptional customer service skills
- You are self-aware, aren't afraid to laugh at yourself
- You are a financial whiz and able to process payments
- You have fast fingers on the keyboard
- You have completed Grade 12
- You have post-secondary courses in business
- You have 2+ years administrative experience
- You enjoy coming to work and creating positive work environments

**Salary Range is \$21.25 to \$24.65 (CUPE Collective Agreement)**

If your interest is sparked, and you believe you are someone that would thrive in this role, please send your resume and cover letter to the Town of Oliver.

Deadline: 3:00 pm, Tuesday, May 4, 2021  
Email: [sgoodsell@oliver.ca](mailto:sgoodsell@oliver.ca)  
Mail 6150 Main Street, Oliver, BC