

JOB POSTING
(Competition #17-033)

Internal Posting Only: External Applications will not be accepted or considered

POSITION: Receptionist Clerk (Casual) – Community Services
HOURS OF WORK: Casual – On an “as required” basis and per work schedule
HOURLY RATE: \$24.2723 to \$27.0084 per hour; Inside Workers – Pay Grade 2

POSITION SUMMARY:

The Receptionist-Clerk provides reception services which include telephone and front office inquiries, computer data entry, spreadsheet applications and word processing; filing, record keeping, draft and complete reports, all cashier functions, program registrations, schedules, facility bookings, and other duties as assigned.

This position will initially be assigned to the Community Services department, however individuals in these casual positions may also be assigned to work in other departments of the City.

ESSENTIAL QUALIFICATIONS

EDUCATION: Grade 12 Diploma or G.E.D.
Post-secondary office administration courses

EXPERIENCE: Three (3) years of office experience including:
- Receptionist/Secretarial experience
- Cash experience
- Quick and accurate computer data entry

SPECIFIC SKILLS: Sound knowledge of general office practices/procedures
Good organizational and time management skills
Keyboarding - 60 wpm
Word Processing
Ability to prepare and/or maintain accurate and presentable documents and records, checks own work
Ability to maintain confidentiality

SPECIAL REQUIREMENTS: Initiative, sound judgment, positive and responsive when dealing with the public
Inquisitive and ability to ask questions
Effective listener
Thorough understanding of the operation of office equipment
Ability to work with limited supervision
No criminal record



This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

Interested internal applicants are requested to submit a covering letter and resume. Applications will be accepted up to **4:00pm (MT), Friday, October 13, 2017** and should be addressed to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: hr@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.