



DISTRICT OF CHETWYND

Recreation Clerk 1

DEPARTMENT:	Recreation	STATUS:	Casual
CLASSIFICATION:	RC I	UNION:	CUPE Local 3052
HOURS OF WORK:	On Call (varying shifts including evenings & weekends)	WAGES:	\$22.91 per hour

Join us at the District of Chetwynd – we have an opening for a casual Recreation Clerk I. Reporting to a designated supervisor, the position performs a variety of general and relatively routine clerical/cashier/receptionist duties. The position involves direct contact with the public in a variety of capacities and requires a team player with excellent public relations skills and good oral/written communications.

The successful candidates will have completed Grade 12 and will have an accurate typing speed of 40 wpm; ability to register participants with accuracy and detail; general office skills and experience; proficiency in utilizing basic computer software including ability in Microsoft Word and Excel; ability to accurately count/handle cash and balance cash daily; and ability to deal with the public. Completion of a criminal record check is mandatory for this job.

We offer employees tremendous opportunities to apply and enhance their skills in a positive environment. If you are seeking a challenging and rewarding career opportunity, please submit your application by **4:30 p.m. on January 25, 2019** to:

Human Resources Officer, District of Chetwynd
5400 Hospital Road, PO Box 357, Chetwynd, BC V0C 1J0
Fax No.: (250) 401-4101
Email: DWay@gochetwynd.com

More than one may be hired.

Posted on January 11, 2019.