



DISTRICT OF CHETWYND
VISITOR CENTRE OFFICE ASSISTANT
SUMMER EMPLOYMENT OPPORTUNITIES

DEPARTMENT:	Economic Development	STATUS:	Term
CLASSIFICATION:	Visitor Centre Student Office Assistant and/or Visitor Centre Office Assistant	UNION:	CUPE Local 3052
HOURS OF WORK:	Up to 40 hours per week with varying shifts (including weekends)	WAGES:	\$19.11 – \$19.94 per hour

Join us at the District of Chetwynd – we have openings for part-time (up to 20 hours per week) and full-time (up to 40 hours per week) Visitor Centre Student Office Assistant and/or Visitor Centre Office Assistant term positions for the Economic Development Department. These positions are for approximately sixteen (16) week period between May 6 and August 31, 2019. Reporting to a designated supervisor, duties will include, but are not limited to, reception for the Visitor Centre, answering telephones, providing responses to queries from the public, handling cash, general typing and computer work, conducting tours of the area, and other related duties. Enthusiasm and excellent customer service skills are a must!

Successful candidates must be 17 years of age and be physically capable of performing the required duties.

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 March 1, 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

Posted on February 8, 2019.