



District of Chetwynd
Office Assistant II – Casual
Internal/External

DEPARTMENT:	Finance	STATUS:	Casual
CLASSIFICATION:	Office Assistant II	UNION:	CUPE Local 3052
HOURS OF WORK:	On Call/ Vacation Relief	WAGES:	\$34.66 per hour

Join us at the District of Chetwynd – we have an opening for a Casual Office Assistant II. This position will primarily provide relief coverage for vacation leave, sick leave and peak workload periods in the Finance Department.

Desired skills and qualifications for this position include reception, accounting and clerical duties with strong oral and written communication skills. Other desired qualifications include Grade 12, accurate typing, keyboarding and basic office skills. Working knowledge of Microsoft Word and Excel is required.

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 October 1, 2026** to:

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

More than one may be hired.

Posted on September 22, 2026.