



TOWN OF COMOX

CASUAL RELIEF CLERK TYPIST I – COMMUNITY CENTRE

The Town of Comox is presently inviting applications for the position of casual relief Clerk Typist I. This is a union (CUPE Local 556) position with a rate of pay of \$24.88 per hour, plus 12.4% in lieu of vacation and benefits, and involves working evenings and weekends.

The casual Clerk Typist I, under the direction of the Clerk Typist III, is responsible for designated operations of the front office.

TYPICAL DUTIES AND RESPONSIBILITIES:

- answering telephone calls and inquiries, receiving payments, issuing memberships, program registrations and booking facilities
- assists community organizations with registrations and clerical requirements
- provides clerical support to staff

REQUIRED KNOWLEDGE & SKILLS:

- one (1) year direct experience in a receptionist capacity
- strong computer skills using Microsoft Word, Outlook and Excel. Experience in the use of Perfect Mind software would also be considered an asset.

Applications for this job posting will be received until:

FRIDAY, SEPTEMBER 22, 2017 @ 4:00 PM

Please direct your application to Ted Hagmeier, Recreation Director, Town of Comox Community Centre, 1855 Noel Avenue, Comox, BC V9M 2H4 or email thagmeier@comox.ca. A detailed job description is available on request.

We wish to thank all applicants; however only those selected for an interview will be contacted.