



# Employment Opportunity

## Village of Silverton

### **Administrative Assistant**

The Village of Silverton is located nearly 95 kilometers north of Nelson, nestled in the Slocan Valley and is situated on beautiful Slocan Lake.

Under the supervision of the CAO, the Administrative Assistant will perform a variety of duties. You will be responsible for general front desk reception duties, data entry, general administrative duties, and answering general customer inquiries. You will assist the CAO in all matters relating to Village business, such as, administrating facility rentals, posting Village notices, basic financial data entry and money deposits, and any other duties as assigned by the CAO.

The starting pay rate for this position is \$18.50 to \$23.00 per hour, dependent on qualifications and experience. A six-month probation period will apply. This position is a minimum of 24 hours per week from 8:00 am to 4:00 pm at the Village office, Tuesday to Thursday, and offers full benefits. Attendance at evening meetings may occasionally be required.

The successful candidate should have:

- High School matriculation graduation
- Experience in an administrative/financial position
- Excellent problem-solving skills
- Ability to multi-task with attention to detail
- Strong leadership, interpersonal skills, and an excellent team player
- Ability to work independently under pressure, multitask, set priorities and meet deadlines
- Excellent communication skills, both verbal and written
- Experience working professionally with the public
- Valid BC Class 5 Driver's License

Preferences will be given to individuals who have a post-secondary education with excellent employment references. Experience working with municipal software and knowledge a municipal environment is preferred. This is an entry level position and there are opportunities for education for the position while working for the Village of Silverton.

Applications should demonstrate knowledge, skills, and abilities relevant to the position with proof of education and qualifications and will be accepted until **4:00 pm, September 30, 2021.**

**Start Date: TBD**

All applicants should provide contact information for at least two previous employer references.

Please submit your resume and cover letter to Hillary Elliott at 421 Lake Ave., Silverton BC, V0G 1S0 or email to [info@silverton.ca](mailto:info@silverton.ca).

We thank all applicants, however, only those selected for an interview will be contacted.