



Employment Opportunity

Village of Silverton

Office Assistant – Casual/Part-time

Under the supervision of the CAO, the Office 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 and Administrative Assistant in all matters relating to Village business, such as, posting Village notices, basic financial data entry, processing mail, phone and in-person reception and any other duties as assigned.

The current pay rate for this position is \$22.00 to \$27.00 per hour, dependent on qualifications and experience. A six-month probation period will apply. Although this position is casual/part-time, during busy times of the year or for staff coverage the hours could be up to 30 hours per week, Tuesdays through Thursdays, at the Village office.

The successful candidate should have:

- High School graduation or GED equivalent
- Experience in an administrative/financial position
- Excellent problem-solving skills
- Ability to multi-task with attention to detail
- 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

Preferences will be given to individuals who have a post-secondary education with excellent employment references. Experience working with municipal software and knowledge of a municipal environment is preferred.

Applications should demonstrate knowledge, skills, and abilities relevant to the position with proof of education and qualifications and will be accepted until **3:00 pm, Thursday, July 18, 2024.**

Start Date: TBD

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

Please submit your resume and cover letter to Interim CAO at 421 Lake Ave., Silverton BC, V0G 1S0 or email to info@silverton.ca.