



**VILLAGE OF NAKUSP  
JOB POSTING  
OFFICE ASSISTANT  
Casual  
(1 Position Available - Hours as Required)**

The Village of Nakusp has a casual employment opportunity for an Office Assistant. This position covers front desk staff absences due to vacation or leave.

Reporting to the Director of Finance, the Office Assistant will provide receptionist duties and assistance to the general public, department managers, and others seeking information. This position exercises a high level of confidentiality and performs various clerical, cashier, and stenographic duties. The incumbent will also file documents in accordance with the Municipal Records Management System. Some initiative and judgement are required, and more questionable problems are referred to a supervisor.

The successful candidate must demonstrate good discretion and the ability to deal courteously with members of the public.

**MINIMUM REQUIREMENTS**

1. High School graduation or equivalent;
2. Post-secondary training in Office Administration or Municipal Governance and Administration or equivalent;
3. Ability to deal with the public in a courteous, quick and efficient manner;
4. Knowledge of Microsoft suite programs and other web-based programs.

Preference will be given to candidates who possess the following:

- The successful applicant must be comfortable with technology;
- Be a team player;
- Possess keen analytical and interpersonal skills;
- Experience with VADIM software is an asset.

A Criminal Record Check will be required. A more detailed job description is available [here](#).

As a condition of employment, the successful applicant shall be required to maintain membership in CUPE Local 2450.

**RATE OF PAY**

The rate of pay for the Office Assistant position is \$23.28 per hour.

To apply for this exciting opportunity, please forward your resume to the Village of Nakusp – Box 280, Nakusp, BC, V0G 1R0. You can also email your application to [mtennant@nakusp.com](mailto:mtennant@nakusp.com). We look forward to receiving your application.

The Village thanks all who apply; however, only those chosen for interviews will be contacted.

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