



City of Greenwood

202 S. Government Ave.
PO Box 129
Greenwood, BC V0H 1J0

CLERICAL ASSISTANT SUMMER STUDENT (1 Position)

TEMPORARY FULL-TIME (July – August)

The City of Greenwood is seeking an enthusiastic summer student for an Administrative Clerical Assistant position. This is a temporary full-time position with a pay rate of \$18.45 - \$20.45 per hour. The work period is for an 8-week term of employment. Employment dates: July 6, 2026 to August 28, 2026 (Monday through Friday, 7 hours each day, 8:30 am - 4:30 pm).

Working under the supervision of the Corporate Officer and Administrative Staff, the successful candidate will assist with a variety of office and administrative duties that support the daily operations of City Hall. The ideal candidate will be organized, responsible, self-motivated, and able to work both independently and in a team environment while providing excellent customer service to the public.

Typical Duties & Responsibilities:

- Assisting with general office and administrative duties
- Greeting and assisting members of the public in a courteous and professional manner
- Filing, scanning, data entry, and records management
- Assisting with preparation of correspondence, notices, and communications
- Answering phones and directing inquiries appropriately
- Assisting with special projects and events as required
- Other duties as assigned

Required Knowledge & Skills:

- Must be between the ages of 15-30 years
- Strong communication and customer service skills
- Ability to follow instructions and work effectively with staff and the public
- Basic computer knowledge including Microsoft Office applications
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and professionalism
- Must be able to reliably commute to Greenwood, BC

Applications for this posting will be received until **4:00 pm Friday June 26, 2026** and should be directed to the attention of Brooke McCourt, Corporate Officer, email: corporate@greenwoodcity.ca.

We wish to thank all applicants however only shortlisted candidates will be contacted.

Tel: 250-445-6644

Fax: 250-445-6441

Email: corporate@greenwoodcity.ca