



## **The City of Greenwood is seeking an experienced Receptionist Clerk**

**DEPARTMENT:** Office Administration

**STATUS:** Regular Full Time

**NO. OF POSITIONS:** One

**UNION:** CUPE, Local 2254

**HOURS OF WORK:** 35 hours per week

**SALARY:** \$22.89 - \$26.58 per hour + statutory holidays + benefits

Under the direction of the CAO, the Receptionist Clerk is responsible for receiving the public, processing payments, document processing, updating records, opening and closing office procedures, and the operation of all office equipment. The Receptionist Clerk will assist the CAO, Corporate Officer and Deputy Finance Clerk as requested.

**QUALIFICATIONS:** • High School Graduation • Completion of 1st level accounting in a recognized accounting program and related work experience • Completion of Office Administration Program or similar course of studies • Minimum two years of experience in office procedures • Proficient in computer applications • Familiar with financial spreadsheet and database use • Excellent interpersonal and communication skills • High degree of tact in meeting, dealing and cooperating with internal and external clients • Willing and able to perform new tasks or change how a task is done • Prior municipal experience considered an asset

Interested candidates are invited to submit their resume and covering letter, quoting the position to [greenwoodcity@shaw.ca](mailto:greenwoodcity@shaw.ca) by **4:30 pm on September 16, 2022.**

The City of Greenwood thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.