



## **DISTRICT OF HUDSON'S HOPE OFFICE ASSISTANT – (1) FULL-TIME POSITION**

Current shift is Monday to Friday, 8:30 am to 4:30 pm, but is subject to change.

The District of Hudson's Hope invites applications from qualified persons for the full-time position of Office Assistant (OA). The OA acts as receptionist and must deal courteously and effectively with the public in person, via telephone and email.

Reporting to the Corporate Officer, the OA performs a variety of routine and non-routine clerical tasks. They will also assist the Director of Public Works and the Director of Protective Services in a clerical capacity as required. The OA is required to exercise independent judgment and action within the limits of established procedures.

In the absence of the Corporate Officer, Deputy Treasurer/Collector and ICBC Agent the OA may assume some or all of their duties as required.

From time to time the successful candidate will be required to work additional hours to provide relief for office staff during periods of vacation or illness.

The pay rate for this position is \$27.20 per hour as per the 2017 Collective Agreement. After successfully completing the trial period of 90 days, a range of employment benefits are available. The job description is attached to this notice.

Applications with a detailed résumé of work experience, education and qualifications (please include photocopies of relevant certificates) will be received at the municipal office until Friday, June 23, 2017 at 4:30 p.m. If any clarification is required, please contact the undersigned.

### **Tammy McKeown, Corporate Officer**

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