

**Village of Chase**

**On-Call Casual Office Assistant**

An on-call casual employment opportunity in the Village Office for an on-call casual office assistant.

The on-call casual office assistant is required to provide occasional fill-in support to the Director of Corporate Operations and other Senior Administration during the absence of the Administrative Assistant.

Various tasks performed by the on-call casual office assistance will include:

* Telephone reception
* Mailing pre-prepared letters
* Completing complaint forms relating to bylaw enforcement and animal control for Director of Corporate Operations
* Facility bookings (Community Hall and Park Use)
* Completing Public Works Service Requests for review by Director of Corporate Operations
* Photocopying, electronic and physical filing of administrative paperwork
* Providing clerical assistance to Senior Administration
* Other clerical administrative duties as required

Being a position within the Bargaining Unit, and in compliance with Article 11 of the Collective Agreement between the Village of Chase and the Canadian Union of Public Employees (CUPE) Local 900, Chase, this notice is being posted internally for five (5) working days, making the opportunity available to all Village of Chase Bargaining Unit employees.

The successful candidate will have a minimum Grade 12 education, will have experience working in an office environment possessing knowledge of and experience with MS office software and various types of office equipment. The successful candidate will demonstrate professionalism, a good work ethic, be able to take direction, and will be able to successfully multi-task.

The wage for this position is $21.03 per hour with 6% paid in lieu of annual vacation. This position will consist of primarily part-time hours. There are no benefits applicable to this position.

Resumes, held in confidence will be received by the undersigned until 4:00 p.m., Monday, November 15, 2021. Please submit your application to Sean O’Flaherty, Director of Corporate Operations by email to co@chasebc.ca, by mail to PO Box 440, Chase, BC V0E 1M0 or in person at 826 Okanagan Avenue, Chase, BC.

Dated this 8th day of November, 2021.