



## **Village of Chase On-Call Casual Employment Opportunity**

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

The on-call casual office assistant will be required to provide coverage in the event of the absence of the existing front office for vacation, illness and at times when additional office assistance is required.

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

- Front counter and telephone reception
- Cash receipting
- Community Hall and Park Use bookings
- Open and Distribute Incoming Canada Post Mail
- Photocopying, filing
- Providing assistance for tax and utility bill mail-outs
- Providing clerical assistance to Senior Administration including contacting other municipalities and agencies to collect information
- Other clerical 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 was posted internally for five (5) working days, being made available to all Village of Chase Bargaining Unit employees before being advertised externally.

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 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 with some full time hours when additional assistance is needed. There are no benefits applicable to this position.

Resumes, held in confidence will be received by the undersigned until 4:00 p.m., Monday, May 3, 2021. Please submit your application to Sean O'Flaherty, Corporate Officer, by email to [co@chasebc.ca](mailto:co@chasebc.ca), by mail to PO Box 440, Chase, BC V0E 1M0 or in person at 826 Okanagan Avenue, Chase, BC.

Dated this 16<sup>th</sup> day of April, 2021.