



RECEPTIONIST (casual)

The City of Port Alberni is seeking applications from candidates interested in working as a casual receptionist to provide support to a number of City departments. The receptionist position performs a variety of clerical, administrative and reception duties. The successful candidate will be a self-starter who has great customer service skills, enjoys a fast-paced environment and who is a quick learner.

Specific duties may include:

- providing a wide range of information, assistance and service to the public, either in person or over the phone
- preparing correspondence, documents and reports
- preparing and maintaining files
- processing payments

Required qualifications:

- Grade 12 (or equivalent)
- completion of computer and office administration courses
- previous reception, administrative and customer service experience
- demonstrated competency using MSOffice programs
- a typing speed of 60 wpm

The rate of pay for this position is \$35.81 per hour plus 15% in lieu of benefits.

To Apply:

Please forward a resume and cover letter, including copies of any qualifications, by May 30, 2025, at 4:30 pm:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

