



April 25, 2023

**INTERNAL/EXTERNAL POSTING  
FULL-TIME POSITION  
RECEPTIONIST**

The Receptionist position is a permanent full-time position effective immediately. This position will be under the direction of the Chief Financial Officer and follow the guidelines of the Village of Ashcroft & CUPE Local 900 Collective Agreement.

This is a union position, Canadian Union of Public Employees, Local 900, Ashcroft Unit, and has a 35-hour work week. The current rate of pay as outlined in the collective agreement with full benefits.

Requirements: Excellent communication and customer service skills (written and verbal), proficient in Microsoft Word, Office, Publisher and Excel, data entry skills, detail oriented, cash receipting, accounts payable/receivable. Previous office experience is preferred. The successful applicant will have excellent time management skills and is able to manage multiple tasks at any given time.

The reception position is under the direction of the Chief Financial Officer, the receptionist responsibilities include: greeting and assisting clients at front counter, answering telephones, processing all incoming and outgoing mail, administering "admin" email account, cash receipting and accounts receivable, administer facility bookings, maintain all general, cemetery and property files, maintain stationary supplies, cross training for the finance clerk position and other related duties as required.

**Qualifications:**

Excellent communication and customer service skills (written and verbal), proficient in Microsoft Word, Office, Publisher and Excel, data entry skills, detail oriented, cash receipting, accounts payable/receivable experience, able to multi task and prioritize with excellent time management skills. Qualifications will be assessed as demonstrated through testing with a minimum qualification score of 70%.

To apply for this position as outlined above, interested parties are invited to submit a resume and covering letter to Kris Hardy at: [ea@ashcroftbc.ca](mailto:ea@ashcroftbc.ca) by **4:00 pm on Friday, May 12, 2023:**

The Village of Ashcroft thanks all interested applicants; however, only those applicants moving to the interview process will be contacted.

Daniela Dyck,  
Chief Administrative Officer

**POSTING DATE:**

April 25, 2023