



May 23, 2024

**INTERNAL/EXTERNAL POSTING**  
**1 YEAR TEMPORARY FULL-TIME POSITION**  
**RECEPTIONIST**

The Receptionist position is a 1-year temporary full-time position that will be 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 is \$26.92 per hour, plus \$1.25 per hour in lieu of benefits following three (3) months probation. The position is covering Maternity Leave and may go through until August 2025.

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 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.

Duties for this entry level position include but are not limited to:

- Pick up and process all incoming/outgoing mail
- Administer "admin email"
- Cash receipting
- Answer phones
- Greet and assist clients at front counter
- Accounts receivable – invoicing
- Tax Certificates / Building Information Requests
- Internal / external communications and correspondence
- Facility bookings
- Maintain all general, and property files
- Assist Finance Clerk / AP as needed
- Stationary purchases
- Other duties as assigned

To apply for this position as outlined above, interested parties are invited to submit a resume and covering letter Kris Hardy [ea@ashcroftbc.ca](mailto:ea@ashcroftbc.ca) by **4:00 pm on Friday, June 14, 2024:**

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