



# District of Port Edward

## Clerk II/ Administration (Part-time)

**Posting Title:** Clerk II/ Administration

**Department:** Administration

**Union Position:** CUPE 105-02

**Schedule:** Up to 25 hours per week; Monday to Friday from 10:00am -3:00pm (possibility of full-time)

**Application Deadline:** July 26, 2024, or until filled

The District of Port Edward is offering a career opportunity for a team player who would like to work in a small staff environment.

Reporting to Director of Corporate Services, this unionized position provides support to the finance department (Accounts Payable/Receivable, Utilities, Taxes, Payroll, including Customer Service) as well administrative duties (Filing, and administrative tasks).

Qualifications include completion of Grade 12, Diploma or Certificate in Business Administration, have solid computer literacy and knowledge of accounting software or an equivalent combination of training and experience. An incumbent will have sound knowledge of payroll and data entry operations, modern office procedures, methods and equipment and the ability to use a calculator.

The District encourages professional development and these opportunities are supported by the District.

**As per the Collective Agreement the wage is \$33.70 plus benefits.**

The District of Port Edward is an Equal Opportunity Employer. Qualified applicants are requested to forward their resume with three references to:

**Please submit your cover letter and resume to:**

**Email (PDF format):** [cao@portedward.ca](mailto:cao@portedward.ca)

Mailing Address:

Human Resources/CAO

District of Port Edward

770 Pacific Avenue, PO Box 1100

Port Edward, BC V0V 1G0

**Date Posted:** July 12, 2024

*The District of Port Edward, is committed to fostering an inclusive and diverse workforce that mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavour to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.*

**We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.**