



Employment Opportunity – Lillooet R.E.C. Centre

Relief Office Assistant

Applications are now being accepted for the above C.U.P.E. union position. This position will only be available for the duration of the pool opening and the start and end dates will depend on dates for pool opening and closing.

Nature and Scope of Work

The Office Assistant performs a wide variety of office administration functions, including reception, cash control, clerical duties, program registrations and other duties as required.

Required Abilities and Skills

Ability to deal with public in professional and effective manner; comprehend and effectively carry out oral and written instructions; knowledge of computer applications including Word, Excel and Publisher; knowledge of basic office equipment; knowledge of cash handling and deposit reconciliation; knowledge of business English

Training and Experience

High school diploma supplemented with post-secondary education and/or experience in office procedures, bookkeeping and computer training.

Position Status

Full-Time Relief

Wages as per CUPE Collective Agreement, Local 173

Send / drop off, email resumes to the attention of:

Manager of Recreation

Re: Relief Office Assistant

Lillooet R.E.C. Centre

930 Main Street

P.O. Box 610

Lillooet, B.C. V0K 1V0

Email: bgair@lillooetbc.ca