



EMPLOYMENT OPPORTUNITY

The Town of Port McNeill is seeking a motivated person to join our team in the role of **Receptionist**.

The Receptionist is the first point of contact and acts as a liaison between the Town and public, businesses, and other levels of government. The successful candidate will be detail orientated, have effective communication skills, and the ability to manage changing priorities.

What you will do:

- Act as a liaison between the Town and public, businesses, and other levels of government.
- Answer and respond to phone and email inquiries.
- Process and distribute incoming mail.
- Prepare outgoing mail for distribution.
- Prepare, maintain, and distribute daily correspondence.
- Monthly preparation and issuance of the Town Log.
- Assist with records management and filing.
- Town facility reservations.
- Maintain inventory levels of office supplies.
- Schedule appointments and meetings as required.
- Receive payments and record in accounting system.
- Daily cash reconciliations and preparation of nightly deposit.
- Assists with the maintenance of the Town's website and social media.
- Ad hoc reports as required.

This is not a complete list of duties and the responsibilities may change from time to time.

What you bring:

- Completion of Grade 12 or equivalent.
- Experience and knowledge of Microsoft Office (Word, Excel, Outlook, etc.).
- Ability to communicate effectively both verbally and in writing.
- Ability to interact in a professional, positive manner with others, including the public and staff.
- Class 5 or 7 driver's license.

What the Town offers:

- A thirty-five (35) hour per week schedule.
- Comprehensive benefits package which includes a municipal pension plan.

If this opportunity appeals to you, please forward your resume and cover letter to:

Brenda Johnson, CPA
1775 Furney Place
PO Box 728
Port McNeill, BC V0N 2R0
reception@portmcneill.ca