



EMPLOYMENT OPPORTUNITY

Closing Date Extended

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.

For more information, please visit portmcneill.ca or email reception@portmcneill.ca

This opportunity closes August 5, 2022, at 4:00pm.

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