



## **Employment Opportunity – Lillooet R.E.C. Centre**

### **Part-Time / Relief Office Assistant**

Applications are now being accepted for the above C.U.P.E. union position. These positions will provide weekend office coverage to extend our hours to our members and community.

#### **Nature and Scope of Work**

The Office Assistant performs a wide variety of office administration functions, including reception, cash control, clerical duties, membership management, program and campground 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**

Part-Time, Relief. Typical shifts: Saturdays & Sundays 10am to 5pm.

Wages as per CUPE Collective Agreement, Local 173; currently \$20.62 per hour.

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

Recreation Program & Facilities Administrator

Re: Relief Office Assistant

Lillooet R.E.C. Centre  
c/o Megan Kennedy  
930 Main Street  
P.O. Box 610  
Lillooet, B.C. V0K 1V0  
Email: [rec@lillooet.ca](mailto:rec@lillooet.ca)