



**SECRETARY/RECEPTIONIST
CASUAL – ON CALL
Competition #2019-10**

Cultus Lake Park is inviting applications from qualified candidates to fill the Casual – On Call Union position of Secretary/Receptionist. The term of the appointment will begin starting September 15, 2019. This is a casual on call position, hours are not guaranteed and are based on absences and leaves as needed. The hours of work may vary during operating hours of Monday to Friday 8:30 am – 4:30 pm.

The ideal candidate will be an energetic and customer focused individual who will assist the Administration Department. Under the direction of the Executive Assistant to the Chief Administrative Officer, the Secretary/Receptionist will receive and direct incoming calls in an efficient and friendly manner; greet and provide general information, assist the public over the phone and in person, process incoming/outgoing mail, maintain a small cash float, process payments, track daily receipts, provide administrative support which includes preparing correspondence, editing and formatting documents, general filing and scanning of records, file registry updating and other duties as directed.

Required knowledge, skills and abilities:

- Minimum Grade 12 supplemented by post-secondary office practices training, and three years related work experience; or a combination of training and experience and sound knowledge of standard office practices and procedures;
- Proficient in Microsoft Office, Excel and Outlook;
- Ability to communicate clearly and effectively, and have excellent customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public

The start rate for this part-time union position is \$21.90 per hour plus 10.6% in lieu of benefits.

Cultus Lake Park, “The Jewel of the Fraser Valley” is located approximately one hour east of Vancouver, just south of the City of Chilliwack. With 640 acres it is one of B.C.’s most popular outdoor recreation destinations offering golfing, sport fishery, watersports and more. For further information regarding this position or about Cultus Lake Park please visit our website at www.cultuslake.bc.ca.

If you are interested in applying for this position, please submit your resume with a cover letter quoting Competition #2019-10 by 4:30 pm by September 12, 2019 to:

rachel.litchfield@cultuslake.bc.ca or mail to:

Rachel Litchfield, Executive Assistant to the Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake, BC V2R 5B5