



## DISTRICT OF TUMBLER RIDGE

### JOB OPPORTUNITY

#### Administrative Clerk Level 1 – Casual Community Centre

**Job Classification:** Administrative Clerk Level 1 – Competition No. 2021-67

**Description:** The Administrative Clerk Level 1 will be a member of the Community Services team, responsible for the efficient operation of the reception areas at the Community Centre.

The incumbent will perform a variety of general and specific routine clerical/administration/cashier/receptionist duties and other assigned specific duties in accordance with approved practices and procedures as established from time to time.

**Required Skills:**

- Completed grade 12 or equivalent combination of relevant education and experience;
- Post-secondary certification in Office Administration;
- Demonstrates working knowledge of current Microsoft Word and Excel computer software—required;
- British Columbia Class 5 Driver's License;
- Excellent written and verbal communication skills.

Complete job description can be found on the District's Town Hall website.

To apply please send resume on or before **4:30 p.m. April 7, 2021** to:

Human Resources Coordinator  
District of Tumbler Ridge  
Box 100  
Tumbler Ridge, BC V0C 2W0  
Email: [hrcoordinator@dtr.ca](mailto:hrcoordinator@dtr.ca)

**Wage Rate:** As per the CUPE/DTR Collective Agreement.