



EMPLOYMENT OPPORTUNITY SUMMER STUDENT OFFICE ASSISTANT

The City of Rossland has an opportunity for a summer student to work full time as an Office Assistant. The position will be working with the Recreation Department, Rossland Pool and City's Corporate and Financial Services Departments.

The Office Assistant position performs support functions and tasks for Administrative and Accounting Clerks in the Corporate and Finance departments that relate to the front office positions including; secretarial, clerical, customer service, answering the phone, in-person inquiries and filing.

When supporting the Recreation Department and the Rossland Pool, the Office Assistant position performs tasks related to; registrations, customer service, cashier duties, answering the phone and other similar administrative tasks.

Successful applicants will be registered for full time post-secondary studies in September, 2017. Applicants must be familiar with various computer systems, including; Word, Excel and Outlook and be willing to learn the financial software that the Recreation Department uses. Preference will be given to applicants who have prior clerical and cashier experience and a demonstrated ability to follow directions and provide quality customer service.

This position is a Canada Summer Job position that offers 37.5 hours per week, at \$16.00 per hour. The start date is to be determined, but ideally in June, with funding for 9 weeks.

Please submit your resume to: City of Rossland, Box 1179, 1899 Columbia Avenue, Rossland BC V0G 1Y0.
Attention: Robin Hethey Email: recreation@rossland.ca

Closing date for applications is May 10, 2017 at 4:00pm

Phone 250 362 7396 Fax 250 362 5451
Email cityhall@rossland.ca Webrossland.ca

1899 Columbia Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada