

JOB POSTING

POSITION:	Administration Clerk - Casual
DEPARTMENT:	Finance / Community Services
RATE OF PAY:	\$31.64 per hour (<i>Less 10% during probationary period, plus 12% in lieu of benefits</i>)
POSTING DATE:	May 30 2025
CLOSING DATE:	June 13, 2025
POSITION START DATE:	Immediately

JOB SUMMARY

This is a casual position that performs a variety of receptionist, clerical, accounting and cashier duties in support of the general administration of the District of Ucluelet. The Administration Clerk reports to the Manager of Finance and also provides key support for the District of Ucluelet.

Principal Responsibilities:

- Performs administrative duties including clerical and staff support, proofreading documents, filing, photocopying and processing mail.
- Assists with the preparation of documents and correspondence as needed.
- Responsible for daily front office operations including customer enquiries, answering incoming calls, processing complaints, and providing general information to the public.
- Assists with basic research and data analysis as assigned.
- Participates in special projects as assigned.
- Performs the duties of a cashier of which duties include, but are not limited to, the receiving of payments and issuing receipts, recording transaction data, preparing cash receipt entries for deposits as required and daily closeout duties.
- Perform clerical tasks, such as typing, proof-reading, meeting minute taking, logging data, delivering messages, arranging catering, and running errands and drafting routine correspondence, letters, memos, and reports as required.
- Maintaining inventory of all office supplies and ordering materials, supplies and inventory.
- Receive, process, distribute incoming mail, emails, and municipal applications as well as couriered envelopes, packages, and other deliveries; regularly collect, process, and send outgoing mail, courier envelopes and packages.
- Assist with all aspects of records management and the safekeeping of archival records; including file creation.
- Schedules and attends meetings of Council, Board of Variance, Harbour Authority, public hearings, Occupational Health and Safety, Ucluelet Emergency Network and Emergency Support Services, and other meetings as required. These meetings may occur after 4:30 PM.
- Assist the Finance department as needed.
- Ensure that all downstairs windows and outside doors are locked every afternoon prior to closing.
- Perform other related duties as required.

Required Knowledge, Skills, and Abilities:

- Performs duties & customer service with courtesy, tact, and diplomacy.
- Maintains pleasant disposition under pressure.
- Thrives in a team environment.
- Demonstrable ability to follow office procedures, using functional terminology, business English, and punctuation.
- Proficient in handling cash and the use of cash receipting systems.
- Prioritizes assigned tasks and delivers responsibilities within established timelines.
- Displays strong organization skills.

Education, Work Experience, Required Qualifications:

- Completion of Grade 12 or equivalent training.
- Completion of a Post-Secondary Diploma or Certificate in Office Administration (*Equivalent combination of training, education and experience in an administrative environment will be considered*).
- Proficiency using MS Word, Excel, Outlook.
- Working knowledge of Zoom, Teams and other video conferencing platforms.
- Minimum two years experience in an office environment.
- Valid Class BC driver's licence.
- *The successful applicant will be required to provide criminal record clearance as a condition of employment.*

Working Conditions:

- Office environment.
- Sitting for long periods of time.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.