



JOB OPPORTUNITY

Admin Clerk / Receptionist CASUAL

The Village of Harrison Hot Springs is seeking a casual Admin Clerk / Receptionist for coverage during annual leave and sick absences.

Under the direction of the Corporate Officer, this position supports the effective daily operations of the Village by performing a variety of administrative, records management, and customer service duties. The role requires working independently, using good judgement, and demonstrating strong interpersonal and public relations skills while following all municipal policies and procedures.

Tasks include:

- Customer Service: Operate the switchboard and manage front counter traffic by providing assistance and information related to Village services.
- Monitor the Village's general email inbox and distribute incoming messages to the appropriate departments.
- Cash Receipting: Process payments received by mail, email, or in person.
- Bank Deposits: Reconcile daily cash receipting batches and prepare bank deposits.
- Provide administrative support for pet licensing, business licensing, bylaw enforcement, property taxes, and utility billings.
- Provide general administrative support across all departments, including preparing correspondence, information materials, and forms.

Required Qualifications and Skills

- Completion of Grade 12, supplemented by relevant post-secondary coursework.
- Minimum of 2 years of clerical experience in a related field.
- Formal training and strong proficiency in computer software, including the Microsoft Office suite and Adobe products.

Hours of Work: As needed, during office hours Monday to Friday.

Rate of pay: \$34.79 per hour plus 15% in lieu of benefits based on the CUPE 458 Collective Agreement.

Please submit cover letter and resumé to:

Human Resources
Village of Harrison Hot Springs,
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs BC V0M 1K0

Applications may also be sent via email to: sschultz@harrisonhotsprings.ca

This opportunity will remain open until a suitable candidate is found.

Posted March 18, 2026