



## RECEPTIONIST – RCMP (casual)

The City of Port Alberni is accepting applications for a Receptionist to work on a casual basis at the RCMP Detachment. This is a casual position with no assigned hours.

This position involves clerical and reception work, including receiving and processing calls and enquiries, preparing and filing correspondence, documents and reports, and operating digital transcription equipment.

Required qualifications for this position include:

- Grade 12 (or equivalent)
- computer and office administration courses
- previous reception and customer service experience
- demonstrated competency using MSOffice programs
- a keyboarding speed of 60 wpm
- previous experience working in a police detachment would be preferred

Successful candidates will be required to complete competency testing related to typing, transcription and accuracy, as well as be able to obtain and maintain RCMP Reliability Security Clearance. The rate of pay for this position is \$29.70 per hour plus 15% in lieu of benefits.

### **To Apply:**

Please forward a resume and cover letter, including copies of any qualifications, by July 4, 2022 at 4:30 pm:

Attention: Human Resources  
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8  
By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

