



# VILLAGE OF VALEMOUNT

*Let the mountains move you*

The Village of Valemount is seeking applications for the position of part-time Administrative Services Coordinator. Reporting to the Finance Clerk, this position provides general clerical support including but not limited to:

- Answering inquiries via phone, mail, email and in person
- Entering and balancing cash receipting
- Processing incoming mail
- Completing rental contracts for municipal facilities
- General filing
- Receive request for service and complaints; forwarding to appropriate department
- Word processing and data entry

The successful candidate will have the following:

Qualifications:

- Ability to prioritize duties and organize work schedules in a small municipal office environment
- Good communication skills, both verbally and in writing
- Capacity to establish and maintain courteous, tactful, diplomatic working relationships as part of a small team
- 2 years experience in a clerical setting

Education:

- Grade 12
- Excellent MS Office skills (Word, Excel, PowerPoint, Outlook)

This position works 22.5 hours per week, and is eligible for benefits. Wages will be commensurate with qualifications and experience.

Applications can be submitted via email to [dof@valemount.ca](mailto:dof@valemount.ca) or by mail to the Director of Finance, Village of Valemount, PO Box 168, Valemount, BC, V0E 2Z0, and will be accepted until 4:30 pm March 27, 2017.

**\*\*NOTE:** This position may be dependant on approved grant funding.

[www.Valemount.ca](http://www.Valemount.ca)