



VILLAGE OF VALEMOUNT

Let the mountains move you

Administrative Services Clerk **Full-Time Temporary Employment Opportunity**

Reporting to the Deputy Director of Finance, the Administrative Services Clerk provides high level support to the general public and administrative support to all departments within the Village's organization. Responsibilities include responding to inquiries, preparing correspondence, performing data entry, processing payments, and filing. As assignments are scheduled and arise, the environment and tasks change continuously, requiring a high degree of adaptability.

MAJOR RESPONSIBILITIES

The successful candidate will fulfill the following duties:

- Respond to all inquiries via phone, mail, email, and in-person
- Receive and issue payments for municipal services
- Prepare and balance daily cash outs
- Process all incoming and outgoing mail/packages
- Process Public Works and Bylaw complaints/requests
- Maintain phone system and current phone list for staff

KNOWLEDGE AND SKILLS

- Good knowledge of services offered by the municipality
- Considerable knowledge of office systems and procedures
- Considerable skill and accuracy with data entry tasks
- Intermediate level with spreadsheets
- General understanding of accounting principles
- Demonstrated professionalism and commitment to customer service
- Excellent verbal and written communication skills
- Excellent interpersonal skills for providing information and service to the public, internal and external customers, and co-workers
- Ability to keep abreast of changing work environment
- Ability to keep abreast of current council resolutions
- Ability to effectively adapt to a changing work environment
- Intermediate knowledge in financial databases
- Intermediate knowledge of Microsoft Office Suite
- Demonstrated commitment to maintaining a high level of confidentiality

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EXPERIENCE

- Preferred two-years' experience with customer service or administrative-related work

QUALIFICATIONS & EDUCATION

- Completion of Grade 12 or equivalent

HOURS OF WORK

- Monday – Friday 8:30 – 4:30pm (excluding stat holidays and 1 hr lunch 12:30 – 1:30pm)

TERM OF EMPLOYMENT

- 3 – 6 months

COMPENSATION AND BENEFITS

Wage offer: \$21.00 per hour, based on qualifications and experience

Benefits: 10% in lieu

APPLICATION PROCESS

Interested applicants are invited to submit a letter of application and resume to:

Village of Valemount
Attn.: Deputy Director of Finance
PO Box 168
Valemount, BC V0E 2Z0
or
Email: jobs@valemount.ca

Applications accepted until: **Monday, June 1, 2026, at noon**

Interviews will take place between: **June 2 – 5, 2026**

Projected start date: **June 15 – 22, 2026**