



## **Village of Cache Creek – On-Call/Casual Administrative Clerk**

**Employment Period: Ongoing**

**Hours: Casual / On-Call**

**Wage: \$17.50 per hour**

The Village of Cache Creek is accepting applications for an On Call/Casual Administrative Clerk. If and when the Village of Cache Creek requires a worker on short notice for short periods of time, the successful applicant will be contacted to perform duties within the office.

### **Key Responsibilities**

- Front counter / processing payments
- Handling phone inquiries
- Processing forms and licences
- Filing and digital archival of documents

### **Job Requirements**

- Proficiency with using Microsoft Windows
- Proficiency with Microsoft Office, specifically Word, Excel, and Outlook
- Able to type a minimum of 30 WPM
- Willing to complete a criminal record check

### **Preferred Qualifications**

- 2+ Years experience in an office environment (local government or otherwise)
- 2+ Years experience in bookkeeping or accounting
- 2+ Years experience with in person customer service

**Submission Deadline: Ongoing, until all positions filled.**

This is a Union position with the International Union of Operating Engineers, Local 115. Applications or questions can be made in person at the Cache Creek Village Office or via email to:

Damian Couture  
Chief Administrative Officer  
Village of Cache Creek  
1389 Quartz Road, Cache Creek, B.C.  
cao@cachecreek.ca

Thank you to all that apply, but we will only be reaching out to applicants that are being contacted for the reference and interview processes.