



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@cache creek.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.