



ADMINISTRATIVE ASSISTANT PERMANENT FULL TIME

The Village of Burns Lake is currently seeking an experienced Administrative Assistant to be part of a dynamic and fast paced local government organization.

We are looking for an individual with superior people skills, an accomplished customer service philosophy, energetic, and outgoing personality. This diverse Administrative Assistant position requires a broad range of clerical skills, abilities and is entrusted with a variety of tasks. Duties include answering and directing calls, greeting and assisting the public, processing incoming and outgoing mail and email, and ordering supplies. Familiarity with payroll, accounts payable, and strong computer skills in Excel, Outlook, and Word are a must. Preference will be given to candidates with strong writing skills and municipal experience or post secondary education. For a detailed job description please visit the Village website at www.burnslake.ca,

If you have what we're looking for and enjoy working in a fast paced environment with a group of dedicated employees, we would like to hear from you. Please submit a cover letter and detailed resume to the mailing address, email address or fax number below by 10:00am, Thursday, January 3, 2019.

By Mail: Subject Line: Administrative Assistant
Village of Burns Lake
PO Box 570
Burns Lake, BC V0J 1E0
Attention: Sheryl Worthing, CAO

By E-mail: Subject Line: Administrative Assistant
village@burnslake.ca

By Fax: Subject Line: Administrative Assistant
250-692-3059

We thank you for your interest in seeking employment with the Village of Burns Lake and advise that only those shortlisted for an interview will be contacted.