



## Village Office Assistant

Summer Student Position (June 27-August 26, 2016)

Tahsis, BC

### Tasks and Responsibilities

- Support the office team on a wide range of administrative functions
- Prepare and organize correspondence,
- Perform data entry and word processing functions, and create various documents
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing cashier duties (e.g. accurately process payments and perform basic mathematical calculations)
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents
- Conduct research, perform analysis and input data
- Plan, organize, coordinate and manage daily assigned work
- Arrange meetings, prepare agendas, take minutes

### Qualifications

- between 15 and 30 years of age
- full-time student in 2015-2016
- returning to school (secondary, post-secondary or vocational institute) full-time in September
- Canadian citizen, permanent resident or refugee
- legally entitled to work in Canada
- proficient in Microsoft Office and Outlook
- experience in point of sale and/or cash handling
- excellent interpersonal and communication skills
- ability to work well independently and with others
- ability to understand and carry out job related instructions

Contact: Village Office (250)934-6344