



CITY HALL FRONT OFFICE CLERK 40% JOB SHARE

The City of Duncan is seeking a well-organized, highly motivated, energetic, and proactive individual to provide administrative support in a busy, public facing environment.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful walkable blocks lined with 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city offers high quality living and acts as the commercial centre of a trading area serving a population of approximately 80,000 people.

In this position, you will respond to in-person and telephone inquiries; provide information, forms and applications to customers; format, proofread, enter and retrieve information using word-processing, spreadsheet and database applications; handle incoming mail; and other general office tasks as required.

The successful candidate will:

- Have a minimum 3 years of clerical, administrative, or accounting experience in a public facing position, preferably in a local government environment
- Have a post-secondary business, accounting, or administration certificate or an equivalent combination of education and experience
- Be polite, tactful, and courteous in dealing with the public
- Be able to establish and maintain effective working relationships with other staff members
- Be proficient in current computer applications such as word processing software, spreadsheet software, database and operating systems
- Be able to maintain office equipment (such as photocopiers, telephones, fax machines and printers) to minimize down time and ensure efficient usage
- Be thorough, conscientious, and attentive to detail to ensure quality work
- Have excellent organizational skills and the ability to manage multiple priorities

This is a two day per week (Thursday and Friday) union position with an hourly rate of \$31.50 (2024 rate), and an additional fifteen (15%) percent of the gross wage in lieu of benefits or a modified benefit package.

A resume indicating all qualifications and experience and a cover letter addressing how your qualifications and experience fit the position will be accepted until 4:00 p.m. on January 5, 2024, to hr@duncan.ca, attention of Bernice Crossman, Director of Finance.