



THE CITY OF KIMBERLEY

JOB OPPORTUNITY

CASHIER/OFFICE WORKER – PART-TIME

The City of Kimberley is currently accepting applications for the position of a regular part-time Cashier/Office Worker with the City of Kimberley Parks, Recreation and Facilities Department at the Kimberley Aquatic Centre.

The Cashier/Office Worker will provide cashier duties, including telephone and front office enquiries, computer data entry, filing, record keeping, program registration and assisting with special event and facility programming and aquatic centre bookings. In addition this position is responsible for janitorial duties. The incumbent should be positive and responsive when dealing with the public and user groups and performs as a dedicated team player in providing the best aquatic recreational service to the Community as a whole.

The preferred candidate must have a minimum of a grade 12 and completed one year post secondary in business administration or equivalent training and courses, First Aid CPR Level 'C' and AED, strong communication and public relations skills and possess the following:

- Cash handling experience and knowledge of general office practices/procedures
- Good data entry and keyboarding skills
- Working knowledge of office machines and equipment
- Computer experience with Microsoft Office
- Experience in aquatic programs, development and services

This position is under Schedule D of the Collective Agreement between the City of Kimberley and Steelworkers 1-405. The current wage for the position starts at Increment Level 1 - \$12.24 per hour. Shift work and flexible work hours may be required to effectively perform the duties of this position.

Interested applicants are requested to submit a City of Kimberley application form (available at the City or online), a cover letter and resume prior to **12:00 noon, Monday, February 15, 2010**.

Please submit your resume WITH proof of qualifications in confidence to:

“Cashier/Office Worker (Permanent Part-time) - CONFIDENTIAL”

Human Resources Officer
City Hall, 340 Spokane Street
Kimberley BC V1A 2E8

Fax: (250) 427-5252 or e-mail: jbampton@city.kimberley.bc.ca

The City of Kimberley thanks all applicants in advance for their interest; however only those candidates selected for an interview will be contacted.