



VILLAGE OF FRUITVALE

JOB OPPORTUNITY CASUAL CLERK-STENO, ADMINISTRATION OFFICE

The Village of Fruitvale has a posting/vacancy for the position of **CASUAL CLERK-STENO**. This position is a casual position only for sick leave and holiday relief. A trial period will apply. This position is within the Bargaining Unit – CUPE, Local 2087 and wages and hours worked are as set out in the collective agreement.

Reporting directly to the Chief Administrative Officer or his designate, the Casual Clerk-Steno will be required to perform a variety of routine and non-routine office and clerical tasks to assist the Finance Specialist and Office Assistant, including but not limited to: customer service, reception, cashiering, correspondence and general accounting or clerical duties. Work will be performed under general supervision and performance is subject to review, inspection and evaluation. A job description is available on the Village of Fruitvale website at <http://village.fruitvale.bc.ca/content/employment-opportunities>

The minimum requirements for this position are as follows:

- Must have completed Grade 12 or equivalent (G.E.D.)
- Knowledge and experience with office computer programs (Microsoft Office).
- Knowledge and experience with business communications, business mathematics and records management systems.
- Accurate keyboarding and data entry (50 to 80 wpm).
- Must possess and maintain a valid B.C. Class 5 driver's license; a satisfactory current driver's profile may be required.
- Able to report to work with short notice.
- Knowledge and experience with Vadim software an asset
- Experience in a municipal office an asset

Please email resumes with a cover letter to the attention of Mike Maturo, Chief Administrative Officer at info@village.fruitvale.bc.ca

This posting will remain open until a suitable candidate is found. Thank you to all candidates for your interest, however, only those candidates selected for interview will be contacted.