



CLERICAL SUPPORT
Casual
Internal/External Posting No. 2025-07

Department:	Various
Internal Posting Date:	January 10, 2025
Internal Closing Date:	January 23, 2025
External Posting Date:	January 24, 2025
External Closing Date:	February 9, 2025
Hourly Rate:	\$34.64 - \$40.88 after probation (depending on position)
Hours of Work:	Casual, On-Call
Competition No.:	2025-07

The City of Dawson Creek invites applications for casual Clerical Support to provide vacation coverage and peak workload assistance or project work in various City of Dawson Creek Departments. Under the direction of the Human Resources Manager or designate, this position provides clerical support to numerous City functions, including the Finance, Community Services and Development Services Departments of the City. Work will be scheduled on an as needed basis so flexibility is required.

Requirements:

- Completion of Grade 12 education and completion of an Applied Business Technology diploma, or equivalent related experience.
- Accurate keyboarding/typing skills at a speed of 60 WPM and proficiency in computer use including Microsoft Office Suite and Adobe Acrobat.
- Additional financial/accounting experience or education is an asset

What You'll Do:

- Performs office related tasks including answering calls and emails, managing records, and taking minutes, filing.
- Operate various office equipment and assist in the control and reordering of supplies, contributing to efficient office management.
- Participate in other ongoing projects as directed.
- Deliver quality customer service to both external and internal clients.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.