



TOWN OF LAKE COWICHAN

Casual on Call Position

The Town of Lake Cowichan invites applications for the position of a casual on call cashier/receptionist to work on an as needed basis. This is a United Steelworkers Local 1-1937 bargaining unit position.

The successful candidate will possess excellent communication, organization and people skills to work in a multi-faceted environment. Excellent computer skills and abilities are a must. Prior office experience, cashiering ability and knowledge of accounting principles would be an asset. Ability to undertake accounts payable and payroll functions would be preferable. Deployment to other duties may be required from time to time.

Candidates being considered shall be required to undergo a comprehensive evaluation of skills, qualifications and abilities. A criminal record check is required.

Qualified applicants for the position are invited to submit a cover letter with their resume (including three work related references). The position will remain open until filled.

Ronnie Gill, Director of Finance
Town of Lake Cowichan
PO Box 860, 39 South Shore Road
Lake Cowichan, BC V0R 2G0

*only short listed applicants will be contacted