



## **TOWN OF LAKE COWICHAN**

### **Permanent Part Time Receptionist/Cashier**

The Town of Lake Cowichan invites applications for the position of a receptionist/cashier to work three days per week. 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 knowledge of Microsoft Office programs is a must. Prior office experience, cashiering ability and knowledge of accounting principles would be an asset. Must be able to undertake accounts receivable, administrative, reception and clerical support duties. 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 letter of application with their resume (including three work related references) on or before September 22, 2023, to:

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