



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION

Receptionist - Clerk

POSTING

25-31

POSTING TYPE

External

POSITION TYPE

Casual

HOURS OF WORK

on an "as needed" basis

DEPARTMENT Finance

HOURLY RATE \$33.5613 - \$35.3013 per hour, Pay Grade 2 – Schedule "A" Inside Employees

POSITION SUMMARY

Reporting to the Financial Services Manager, the Receptionist-Clerk is the primary contact with the public and undertakes and is responsible for providing administrative support to City Hall and the Finance department. This includes receptionist services; data entry; processing incoming/outgoing mail; cashier services; records management and performing other general office duties as assigned.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED

EXPERIENCE

- Two (2) years' related receptionist/office experience, including data entry and answering a multi-line phone system.

SPECIFIC SKILLS

- Municipal/government and cash experience will be considered an asset.
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records.
- Good working knowledge of general office equipment and Microsoft Office.
- Excellent verbal and written communication skills.
- Demonstrated ability to exercise considerable tact, courtesy, and diplomacy when dealing with members of the public and staff.
- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.
- Ability to maintain confidentiality.

SPECIAL REQUIREMENTS

- Criminal Record Check.

CLOSING DATE **5/30/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15