



Settle down.

## The Corporation of the City of Grand Forks

Administrative Assistant –  
Public Works and Utilities  
(Temporary 6-month term)

### External Posting

Under the immediate supervision of the Manager of Operations or designate, the Administrative Assistant - Public Works & Utilities is generally responsible for record keeping, inventory control, purchasing, clerical, receptionist and word processing duties, and opening/closing office procedures.

We expect applicants to have one year of post-secondary education in accounting, purchasing and relevant computer technology. Formal education should be complemented by one year of relevant experience within the last five years. You must demonstrate 55 word per minute typing and strong computer skills in word processing and spreadsheets.

You'll be a part of CUPE Local 4728 and subject to all parts of the Collective Agreement. The wage rate for this position as per the Collective Agreement is \$32.23 per hour. This position will work 40 hours per week 7:00am to 3:30pm Monday to Friday from March 18 until September 4, 2019.

A full job description is available on our website <[www.grandforks.ca](http://www.grandforks.ca)>.

If you want to be a key player in a dynamic team, please send your **cover letter** and **resume** by **10am February 22, 2019** to:

David Reid  
Manager of Operations  
City of Grand Forks  
Box 220 – 7217 4th St.  
Grand Forks, BC V0H 1H0  
Tel: 250.442.8266 Email: [jobs@grandforks.ca](mailto:jobs@grandforks.ca)

Please note that only those selected for an interview - including a skills test - will be contacted.