



## CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0  
Telephone: (250) 786-5794 Fax: (250) 786-5257  
www.poucecoupe.ca

### ***EMPLOYMENT OPPORTUNITY***

### ***ADMINISTRATIVE ASSISTANT***

The Corporation of the Village of Pouce Coupe invites applications from qualified individuals for the full time position of Administrative Assistant. Reporting to the Chief Administrative Officer, the incumbent performs clerical tasks that are varied and moderately complex, including receiving public, cashier duties, preparing letters, filing, and general clerical duties.

The ideal candidate will have a sound knowledge of office procedures and office equipment, knowledge of computer operations and a variety of software programs. Previous experience in a municipal office and with MAIS software would be an asset. An ability to work under minimal supervision, as well as excellent interpersonal, presentation, time management, and organizational skills are essential.

The Village offers a competitive salary and benefit package, as well as further training opportunities, based on the experience and qualifications of the successful applicant. Interested candidates are invited to submit their resumes with references, no later than 4:30 pm, September 10, 2010 to:

Peter Thomas  
Chief Administrative Officer  
Village of Pouce Coupe  
P.O. Box 190  
Pouce Coupe, BC, V0C 2C0  
Telephone (250) 786-5794 / Fax (250) 786-5257  
Email: [cao@poucecoupe.ca](mailto:cao@poucecoupe.ca)

Please be advised that only applicants to be interviewed will be contacted.