



Office Receptionist

Explore Gold Country is hiring a temporary office receptionist. This position is made possible by the ASETS Targeted Wage Subsidy program.

Job Description:

We require a temporary office receptionist with a passion for Tourism and Economic Development for employment of 35 hours per week at \$13.85 per hour from September 9, 2019 until January 24, 2020

This position is made possible by the ASETS Targeted Wage Subsidy program.

Reception/Communication - greeting and working with the general public, stakeholders and board members. Answering phone inquiries, replying to general information requests with accurate information.

Teamwork - Working directly with the Executive Director, and Administrative Assistant on projects as well as working independently.

Administration - Proficiency in the use of office equipment and software. Working with a Ricoh stand alone printer, desktop computer, and with office software such as Microsoft Word, Excel spreadsheets, Publisher, and Outlook email. Preparing and sending outgoing mail and packages. Relaying voice mail from the general mailbox to the appropriate staff member. Data entry and upkeep of documents and filing systems. Printing agendas. Preparing tourism statistic reports. Updating board member lists.

Organizing and updating filing systems. Preparing newsletters and updating contact lists. Categorizing and updating image bank.

Research – updating event calendars, and stakeholder/business contact lists.

Ideal Candidates

Proven discretion and confidentiality of personal information and administration.

Outstanding verbal and written communication skills.

Polished interpersonal and organizational skills.

Experience in office environment is an asset.

Criminal Record Check is mandatory.

Application Process:

Interested applicants are asked to apply to ASETS at 250-453-0093 or Asetswest@asets.org