

CITY OF REVELSTOKE
Parks, Recreation & Culture Department
Administrative Receptionist – Casual Relief

The City of Revelstoke invites applications for the position of Administrative Receptionist – Casual Relief. The successful incumbent will provide administrative support as required in the dynamic and busy Parks, Recreation & Culture Department! This position will have further opportunity to substitute for full-time positions during periods of absence. The Parks, Recreation & Culture Department is looking for individuals with strong interpersonal skills, computer, organizational and communication skills and previous office experience. The incumbent should be familiar with daily cash procedures and balancing. Basic knowledge of the department's services, facilities and activities would also be beneficial.

Interested parties are invited to submit a cover letter and resume by mail, email, or in person no later than 4:00 p.m. on Monday, November 1st, 2021:

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The City of Revelstoke wishes to thank all applicants in advance for their interest. However, only those selected for an interview will be contacted.