

RECEPTIONIST/ADMINISTRATIVE CLERK
Cumberland, BC
Maternity Leave Coverage

EMCON SERVICES INC. Road and Bridge Maintenance Contractor in the North Island District is seeking applications for a Receptionist/Administrative Clerk Position in our Cumberland office. This position requires an individual who is well organized, can handle multiple duties, priorities and deadlines while still maintaining a high degree of accuracy and confidentiality. This individual should also possess solid computer experience and knowledge with Microsoft Office programs.

Duties and responsibilities include, but are not limited to: providing courteous and efficient telephone and front desk receptionist services; clerical duties such as typing, filing, data entry; and various other duties which are subject to constant change.

The successful candidate must have the following skills, abilities and experience:

- Grade 12 education and preferably some recognized post-secondary clerical/office administrative training or equivalent experience.
- Up to date computer knowledge and skills, as well as proficiency in data entry.
- Excellent verbal and written communication skills including use of a 2-way radio.
- Experience in general office/clerical duties such as data processing, filing, telephone reception and client/customer referrals.
- Maturity, tact and confidence in dealing with people.

We require the individual to work 5 days per week, Monday to Friday, 7:30 a.m. to 4:00 p.m. for a period of up to one year to cover the maternity leave or as needed.

Qualified applicants are invited to submit resumes outlining experience and references on or before June 15, 2010 to:

Emcon Services Inc.
PO Box 1300
3190 Royston Road
Cumberland, BC
V0R 1S0

Or Fax (250) 336-8892
Or Email to hurrell@emconservices.org
No phone calls please