



Join our Team!

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre.

Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

Posting Date

December 19, 2024

Application Deadline

January 10, 2025

Application Information

Visit ladysmith.ca/careers to view the job description for a full list of qualifications and to find out the status of this posting and other employment opportunities with the Town of Ladysmith.

Are you interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to:

careers@ladysmith.ca

Competition #2024-75

RECEPTIONIST II TEMPORARY PART TIME

Position Overview

Reporting to the Administrative Services Supervisor, the Receptionist II provides first point of contact for all department enquiries, delivers superior customer service, and provides administrative support for the Parks, Recreation and Culture Department.

Qualifications

- Grade 12 education or equivalent (GED).
- Demonstrated ability operating telephone switchboard systems, point-of-sale (POS) systems, and a variety of standard office equipment.
- Demonstrated basic proficiency in the use of the Microsoft Office Suite and varied recreation software programs.
- Demonstrated understanding of basic accounting procedures.
- Demonstrated understanding of modern office procedures.
- Demonstrated minimum keyboarding speed of 40 words per minute with 92% average accuracy.
- Valid B.C. Driver's Licence - Class 5.
- Satisfactory Police Information and Vulnerable Sector Check.
- Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
- Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
- Demonstrated ability to adapt, thrive in an atmosphere of changing priorities and circumstances.
- Demonstrates valuing diversity.

Additional Information

- Employees currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center
- Hours of work: 18 - 35 hours per week
- Status: Temporary Part Time until December 31, 2025
- Wage rate: \$31.01/hour (2025 rate) PLUS 10.8% in lieu of annual vacations, statutory holidays and benefits
- Benefits: As per the Collective Agreement