



PO Box 100 | 7400 Prospect St.
Pemberton, BC V0N 2L0 CANADA
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The Village of Pemberton is seeking mature candidates for the following career opportunities:

Receptionist/Office Assistant - Full time
Receptionist/Office Assistant - Casual

The Receptionist/Office Assistant provides clerical services for the Administration and Development Services departments, and reception services for all departments of the Village of Pemberton. Responsibilities include answering telephones, responding to general inquiries, receipting payments, processing customer service requests and other duties as required. Applicants will have excellent written and oral communication skills and two years experience at a secretarial level and/or administration experience. Knowledge of planning, building and development processes and experience in local government is also an asset.

Please submit resume and cover letter on or before
9:00am, Monday, August 27, 2007 to:
admin@pemberton.ca, or

PO Box 100, 7400 Prospect Street, Pemberton BC V0N 2L0