



PO Box 100 | 7400 Prospect Street
Pemberton BC CANADA V0N 2L0
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The VoP is currently seeking candidates for the following career opportunity:

RECORDING SECRETARY

Permanent, Part-Time

Duties include: preparation of Council meeting agendas and packages; recording, transcribing and distributing the minutes of Council meetings, post-Council correspondence, keeping up to date databases and files of in-process and adopted bylaws and providing information and assistance to Council and staff.

The successful applicant will have 3-5 years of experience in a similar position and strong computer/written communication skills with good knowledge of business communications. The ideal candidate will be extremely organized: detail oriented with the ability to multi-task and handle a fast-paced environment. Local Government experience and knowledge of procedural rules including Robert's Rules of Order would be an asset. The position involves 2 to 2.5 days per week including one evening meeting per month.

**Please forward you resume and cover letter on or before 4:30pm,
Monday, March 17th to: admin@pemberton.ca, or PO Box 100, 7400
Prospect Street, Pemberton BC V0N 2L0, or fax to (604)894.6136**

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.