



Room to Dream. Room to Grow.  
Port McNeill BC

## TOWN OF PORT MCNEILL JOB OPPORTUNITY RECEPTIONIST



The Town of Port McNeill is seeking a motivated individual for the entry level position of full-time receptionist. Reporting to the Chief Administrative Officer, the receptionist will perform secretarial and clerical tasks of a complex and often confidential nature. The successful candidate will show courteous and effective communication skills while acting as a liaison between the Municipality and the public, other levels of government and business contacts. They must also have the ability to multi-task, be detail oriented and prioritize a varying workload with shifting priorities.

A detailed summary of duties and job qualifications is available at the  
Town of Port McNeill municipal office.

Applications will be accepted until 4:00 p.m. on Friday, August 13, 2021.

Please forward cover letter and resume to the attention of:  
Pete Nelson-Smith, Chief Administrative Officer  
1775 Furney Place  
Box 728, Port McNeill, BC V0N 2R0  
pete@portmcneill.ca  
fax: 250-956-4300

All applications and enquiries will be treated in strict confidence.  
We thank all applicants for their interest.