

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE:	Summer Student – Office Clerk	JOB CATEGORY:	Administration
Department/Group:	Finance/Administration	Direct Reports	Office Manager
Reports to	Theresa Hicks	Travel required:	None
Secondary report	Sheri Carson	Position type:	Finance
Equipment provided	Yes	Date posted:	February 24, 2025
Salary Range	21.86 per hour	Posting expires:	Until Filled

APPLICATIONS ACCEPTED BY:

Email	officemgr@candlelake.ca	Special Requirements	None
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JOB DESCRIPTION

Role and Responsibilities:

The Resort Village of Candle Lake is seeking a dedicated and motivated Summer Student Office Clerk to support administrative and clerical duties for the summer of 2025. This role will involve providing exceptional customer service and assisting with various office tasks, including handling payments and maintaining accurate records. The successful candidate will work in a fast-paced environment and be required to manage multiple tasks efficiently.

Preferred Qualifications and Education

- Grade 12 or equivalent
- Valid Class 5 Driver's License
- Preference will be given to students enrolled in a degree or diploma program

Required Skills

- General administrative duties
- Being able to multitask
- Assist in record keeping, filing, and research
- Maintain a clean and safe work environment

Additional Notes

- Strong communication skills, both verbal and written.
- Ability to work well under pressure in a fast-paced environment.
- Excellent customer service skills and a friendly demeanor.
- Previous experience with cashiering or customer-facing roles is an asset.
- Must be comfortable using computer systems and basic office software.
- Ability to handle payments and manage cash transactions accurately.

Primary Duties:

Customer Service: Provide exceptional customer service with a positive attitude while assisting customers at the front counter.

Payments: Handle payments for various accounts receivable, including taxes, summer activities, and other related fees.

Communication: Correspond with the public via email, phone calls, or in person at the front counter, ensuring inquiries are addressed professionally and efficiently.

Other Duties:

Perform any other duties as required to support day-to-day operations.