



JOB POSTING

Receptionist/Office Assistant- Casual

Family Dynamix is looking for an experienced Casual Receptionist/Office Assistant to join our team of vibrant, sincere, and professional individuals.

Position: Casual

Hours: As and when required to backfill reception staff leaves.

Duties: Provide a variety of reception, general clerical assistance for the Family Dynamix offices, where community-based programs and services are delivered. Maintains various records, files, and related filing systems.

Qualifications: Grade 12 diploma, plus six months' recent experience in general office work. Or an equivalent combination of education, training, and experience. Must be able to work in a team environment. Demonstrable multitasking ability in a busy office environment and working well with the public. Proficiency is needed in computer and office skills, Microsoft Word, Excel, and Publisher software. Microsoft Access would be an asset.

Pursuant to provincial legislation, the applicant must agree to undergo a criminal records investigation.

Application Process:

Submit a resume and cover letter to Ute Juras, Director of Program Management, Family Dynamix Association.

Email: ujuras@fdx.family

Address: Box 2289, Invermere, B.C., VoA 1K0,

Application closing date: Open until filled.

PS: We thank all applicants for their interest, however only those shortlisted for interview will be contacted.