

C O M O X V A L L E Y
Child Development Association

Employment Opportunity

(Open to all Health Sciences Association employees hired in accordance with the collective agreement).

Internal Posting #**2018-11-08-02**

Date: **November 8, 2018**

Expiry Date: **November 14, 2018**

Position: **Receptionist / Administrative Assistant**

Program: **Administration**

Status: **Regular Part-time**
(15 hours / week; Thursday & Friday)

Bargaining Unit: **HSA / Community Sector**

Start Date: **January 2, 2019**

Classification: **Community Grid Level 8a**

Salary Range: **\$20.46 - \$22.38**

Location: **C.V. Child Development Association**
237 Third Street, Courtenay

Required Qualifications and Skills:

The successful applicant must have prior reception experience and familiarity with all office equipment. Experience with electronic client records and accounts receivable is preferred. Excellent communication skills are required, as well as the ability to multi-task in a very busy environment.

Resume and references to:

Lene Trieu, Director of Finance & Administration
Comox Valley Child Development Association
lene@cvcda.ca