



# CASUAL CLERICAL OPPORTUNITIES

## Position Overview

The City of Nanaimo is seeking casual employees to provide clerical relief throughout the organization in a variety of areas which may include: Engineering and Public Works, Finance, Community Development, IT, Legislative Services and Parks, Recreation and Culture.

## Qualifications

Applicants must have successfully completed Grade 12, plus a minimum 6 month Office Administration training program from an accredited educational institute or have completed first level accounting courses at a recognized College or University, equivalent to ACCT 100 (Financial Accounting I), ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance). An equivalent combination of education and experience may be considered.

Applicants will be able to type 50 wpm and have proficient knowledge of Word and Excel and a minimum of one year of clerical or customer service experience. Switchboard, data entry and cash handling experience are an asset.

## Additional Information

These are unionized positions, starting at \$30.50 per hour. There are no guaranteed hours associated with these positions. Evening and weekend work will be involved for opportunities at Parks, Recreation and Culture.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing Casual Clerical Opportunities.

For more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

# Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

## Contact Information

Human Resources  
City of Nanaimo  
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