



Notice of Job Opportunity - Administrative Assistant Part-Time, Permanent Position

The Van Anda Improvement District (VAID) has an opening for an Administrative Assistant for the office and operations of VAID in its water treatment and distribution system and volunteer fire fighting responsibilities.

This is a permanent part time position. The hours may vary throughout the year but are expected to average about 10 hours a week. The rate of pay for this position is commensurate with experience.

Applicants should be grade 12 graduates with experience in all aspects of Office Administration. Necessary skills include computer literacy with word processing, spreadsheets, email, social media, and electronic document filing. Working knowledge of accounting practices preferred.

Please include 2 samples of your work such as a welcome letter to new customer, meeting agenda, inventory excel spreadsheet and/or administration monthly report with your application.

Applications can be mailed to contact@vananda-id.ca or mailed to Box 115, Van Anda.

Applications will be reviewed starting on July 15, 2023, with the position remaining open until filled. Thank you for your interest in this position. Only those under consideration will be contacted.