



## ASSISTANT ADMINISTRATOR EMPLOYMENT OPPORTUNITY

Cowichan Bay Waterworks District is seeking a success-driven assistant administrator. Permanent part-time, Tues to Thurs 9:00-2:00 and additional training & work relief hours. We offer a friendly work environment in a team setting. Starting wage is \$23.12 per hr.

### **Requirements:**

- Minimum of 2 to 5 years general accounting and administrative experience with a focus on accuracy and efficiency
- Proficiency with Sage accounting software, Word & Excel (Vadim-ICity computerized accounting software an asset)
- Good communication ability

### **Description:**

- Perform all accounting functions for the District
- Assist with correspondence, filing, legal matters, bylaw preparation, utility billing and administration
- Customer relations and reception

Please forward your resume by email to:

Cowichan Bay Waterworks District  
1760 Pavenham Rd.  
Cowichan Bay, BC V0R 1N1  
[cbwater@telus.net](mailto:cbwater@telus.net)

No phone calls please  
**Applications will be accepted until Sept 24th**