



We're Hiring! | Receptionist / Administrative Support Part-Time • Permanent • 16 hours/week

About the Role

We are seeking a friendly and organized Receptionist / Administrative Support professional to serve as the first point of contact for our District office. In this part-time role (4 hours/day, 4 days/week), you will provide front-line support across reception, records, facility rentals, memberships, social media, and more.

Key Responsibilities

- Welcome visitors and handle telephone, email, and general inquiries.
- Manage records, filing, document preparation, and office supplies/machines.
- Support basic financial tasks (cash handling) under the Finance Clerk.
- Coordinate facility rentals, Fitness Centre memberships, and maintain the Fob registry.
- Update the community notice board and manage social media and website content.
- Assist with Council meeting support, transcribing minutes, and maintaining the Bylaw Registry (LGMA).
- Guide the public through the Building Permit Application process.

What We're Looking For

- High school diploma; post-secondary office administration education preferred, plus 2+ years of recent office admin experience.
- Working knowledge of accounting principles and prior accounting experience.
- Excellent customer service, communication, and organization skills.
- Proficiency with Microsoft Office 365 (Word, Excel, Outlook, SharePoint) and Adobe Acrobat.
- Valid RCMP Criminal Record check (Criminal Records Review).
- Reliability and punctuality are essential.

Position Details

Position	Receptionist / Administrative Support
Status	Part-Time, Permanent (16 hrs/week)
Schedule	4 hours/day — 4 days/week
Salary	\$25/hr.
Closing Date	August 24, 2026

How to Apply

Qualified applicants are invited to submit a resume and cover letter, referencing "Receptionist / Administrative Support," to general@wells.ca no later than the August 24th closing date.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.