



Summer Student Employment

The Village of New Denver is hiring a summer student to work as an office assistant. This position will assist with front counter, answering phones, record keeping, and other general clerical duties as assigned.

This is a Monday to Friday, 30 hour per week position, beginning in June to the end of August.

Rate of pay is \$18.00 per hour.

Applicants must be between the ages of 15 – 30 to qualify as per Canada Summer Jobs requirements.

Preference will be given to applicants with knowledge of digital platforms, Microsoft Word, Excel, Outlook. As a condition of employment, candidates must sign a Confidentiality Agreement.

Applications including a resume detailing relevant knowledge, skills pertaining to this type of work and at least two references will be received until filled and be sent to:

Village of New Denver
Summer Student Position
P.O. Box 40, 115 Slocan Avenue
New Denver, BC

V0G 1S0

Email: office@newdenver.ca

The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.