



The Peace River & District Chamber of Commerce Temporary Summer Employment Opportunity

*Position is based on 35 hours per week and runs
May 14-August 24, 2018*

Administration/Events assistant

Get to know our business community

Work on Chamber Projects and Community Projects

Duties include typing, poster design, data entry, filing, answering the phone, posting to Facebook, twitter, Instagram, assisting the Executive Director with programs, projects and daily operations.

The successful candidate should demonstrate strong organizational skill, initiative, business skills, excellent interpersonal skills and have the ability to meet deadlines.

The rate for this position is \$14.75 per hour.

Start Date May 14, 2018

Candidate must be returning to post-secondary education

We offer flexible hours, training and a friendly working environment

Please email your resume to Ramona manager@peacriverchamber.com

Closing Date: Open until a suitable candidate is found

We thank all applicants but only those candidates selected for interviews will be contacted