

# **North Peace Rod and Gun Club**

## ***Job Posting Clerical***

The North Peace Rod and Gun Club is dedicated to maintaining and promoting recreational opportunities for its members via the shooting sports, hunting, fishing, conservation and protection of wildlife. The NPRGC club is seeking a student to fill a summer clerical position at their office at the Dressler Memorial Range in Charlie Lake.

### **Clerical, Dressler Memorial Range**

**July 2, 2020- August 25, 2020**

**35 hrs/week    Remuneration - \$14.60hr**

Under the supervision of the NPRGC Range Operator, responsibilities will include:

- General office duties, reception, sign in of members and equipment, upgrading of membership lists, data entry, inventory, classification and reorganization of records, etc

The successful candidate will have be a student in grade 11 or above, including post secondary, and must be returning to school in September 2020, have good keyboarding skills, good interpersonal skills, and the ability to learn and work with existing computer programs in use.

### **HOW TO APPLY**

For more information, applicants can email a resume and cover letter outlining how they meet the specific requirements of the position to [vicepres@nprg.ca](mailto:vicepres@nprg.ca), or drop required documentation off at the Range office.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.