



BC Liquor Distribution Branch

Auxiliary Office Assistant Position

The Liquor Distribution Branch (LDB) is one of the largest distributors and retailers of beverage alcohol in North America with more than 200 retail stores. The successful Office Assistant will become a part of our Auxiliary clerical pool. Work hours are 8:00 am - 4:00 pm and work will be on an “as and when required” basis. Rate of Pay: \$18.9273 per hour, plus \$0.64 in lieu of benefits.

Qualifications: A combination of 1 year of related experience, education and/or training (e.g.: clerical, secretarial, receptionist or administrative support) and experience/training in keyboarding and standard computer applications (word processing, spreadsheets, data bases, electronic mail and the internet).

To Apply, forward your resume and cover letter to:

Human Resources Department
Liquor Distribution Branch
2625 Rupert Street, Vancouver, BC, V5M 3T5
Fax No.: 604-252-3250
Email: competitions@bcldb.com

Please put “Auxiliary Office Assistant” in the subject line.