



**TOWN OF CRESTON  
EMPLOYMENT OPPORTUNITY  
SUMMER STUDENT  
(Finance & Corporate Services)**



The Town of Creston is now accepting applications for **one (1) Summer Student** employment position commencing on or about May 4, 2026 through to August 28, 2026 in the **Finance and Corporate Services Department**. Employment conditions and wages for this position will be as per the current Collective Agreement between CUPE Local 2092 and the Town of Creston. The current wage for this student position will be \$21.02 per hour.

The applicants for these positions must be mature, performance-oriented individuals with the ability to work extremely well with others as well as independently with little supervision, and with a focus on providing excellent customer service.

**DUTIES AND RESPONSIBILITIES:**

- Provide general administrative support to the Finance and Corporate Services Department
- Digitize and archive documents to assist with electronic records management
- Provide reception, telephone and cashier back up as required
- Provide back up for other finance/administrative staff as required
- Conduct research to support staff priorities and projects
- Other related duties as assigned, as per the nature and scope of the position

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:**

- Grade 12 graduation or GED/CAEC
- Valid British Columbia Driver's License – Class 5
- Experience with providing excellent customer service
- Ability to prioritize, multitask and exercise good judgement
- General understanding of computer use including proficiency with Microsoft Office and databases

**ADDITIONAL INFORMATION:**

Applicants must be enrolled or returning to a post-secondary institution as a full-time registered student.

Please submit applications containing cover letter and resume by Friday, April 3, 2026 via <https://www.creston.ca/careersjob-opportunities>. Position title: Summer Student (Administrative Support).

Direct inquiries to:

Marsha Neufeld - Executive Assistant & Human Resources Coordinator  
[marsha.neufeld@creston.ca](mailto:marsha.neufeld@creston.ca).

*We thank all applicants for their interest, however only those applicants being considered for an interview will be contacted.*