



ADMINISTRATIVE SERVICES CLERK III PART-TIME

The Cariboo Regional District invites qualified applicants to apply for the part-time position of Administrative Services Clerk III located at the Cariboo Regional District office in Williams Lake. A copy of the job description is attached for reference.

Position Summary: Reporting directly to the Corporate Officer, the Administrative Services Clerk III provides administrative and clerical support to management and staff, ensuring the smooth operation of daily administrative functions, effective communication, and exceptional customer service across the organization.

Education, Experience, and Qualifications Required:

- Minimum of five (5) years' experience in office administration.
- High school diploma or equivalent.
- Post-secondary education certificate in business/office administration or an equivalent combination of education and training that demonstrates the required competencies.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams).
- Minimum typing of 50 wpm.
- Exceptional letter and proofreading skills are required.
- Experience working in local government or a similar public-sector environment is an asset.

Wage: This is a part-time BCGEU position. The current rate of pay is \$33.09 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probationary period will apply.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 Third Avenue North, Williams Lake, BC.

Hours of Work: This position works Monday through Friday 10:00 am – 3:30 pm 5 days per week (25 hours per week), with a 30-minute unpaid break and may be required to cover vacation for the full-time Clerk.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until 4:00 pm August 23, 2026. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-20.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.



Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D, 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.