



SENIOR ADMINISTRATIVE SERVICES CLERK FULL-TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the permanent full-time position of Senior Administrative Services Clerk located at the Cariboo Regional District office in Williams Lake.

Position Summary: Reporting to the Corporate Officer, the Senior Administrative Services Clerk provides advanced administrative and legislative support, including agenda preparation, bylaw and policy administration, and records maintenance in accordance with legislative and corporate requirements.

This challenging position requires a highly motivated, organized and dynamic individual with senior level clerical skills. The successful applicant will be detail-oriented and able to organize and perform tasks under general supervision in strict adherence to deadlines. Superior written communication, word processing and proofreading skills are all essential to this position and will be tested during the interview process. In addition, the incumbent will work cooperatively with elected officials and staff, often under the pressure of deadlines. Attention to detail and excellent time management skills are needed when working on multiple tasks. Experience in recording and transcribing minutes in a formal setting is required. The incumbent will be expected to provide relief/backup clerical duties within the Cariboo Regional District, including the front counter when needed.

Education, Experience and Qualifications Required:

- Minimum of seven (7) years of experience or a combination of equivalent training and experience.
- High school diploma or equivalent.
- Post-secondary education in business/office administration or an equivalent combination of education and training that demonstrates the required competencies.
- Extensive experience in local government administrative functions and procedures considered an asset.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Outlook email system.
- Minimum typing of 55 wpm.
- Exceptional letter and proofreading skills are essential.

Wage: This is a full-time BCGEU position. The current rate of pay is \$37.37 per hour plus benefits. A standard probationary period will apply, during which the candidate's suitability for employment will be assessed.

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

Hours of Work: This position works a 9-day fortnight schedule, working 8:00 am – 4:30 pm Monday through Friday with a 45-minute unpaid lunch break and every other Monday off.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until the position has been filled. 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 #26-05.***

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
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www.cariboord.ca/careers

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