



Regional District of Bulkley-Nechako Planning Clerk Summer Position

The Regional District of Bulkley-Nechako is hiring for a summer position in the Planning Department. This is a 35 hour per week position that begins on May 8, 2023, and ends on August 25, 2023. Start and end dates are negotiable. The wage for this position will be \$22.57 per hour.

The successful candidate will be well organized and detail oriented and have good problem-solving skills.

Responsibilities and Duties:

Reporting to the Director of Planning, the employee is responsible for a wide range of activities in support of the Regional District of Bulkley-Nechako's Planning Department. The position provides clerical duties, records management, research, report preparation, and other project support to the Planning Department as required. The work is anticipated to focus on the scanning of documents to create digital records to be filed in the RDBN's digital filing system in accordance with specific filing protocols.

Skills and Qualifications:

- Attention to details, strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to communicate effectively both verbally and in writing
- Excellent computer skills, including using Microsoft Office applications
- Excellent customer service skills
- Ability to work individually and as part of a team.

Resumes will be accepted until 4:30 pm, Friday, April 7, 2023, and should be addressed to:

Jason Llewellyn, Director of Planning

Subject Line: Planning Clerk Summer Position

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0