



Regional District of Bulkley-Nechako Administration Clerk

Reporting to the Director of Corporate Services or designate, this employee acts as the main administrative support for the department through routine and non-routine clerical tasks including but not limited to reception, word-processing, spreadsheets, research, and record keeping.

The position has an annual salary of \$51,170 - \$57,600 and includes a comprehensive, competitive benefits package.

Responsibilities and Duties:

- Act as Administration Department Folder Manager for Corporate Records Management Program and assist in the maintenance of the Program
- File all contracts, leases, and agreements and maintain database for tracking
- Responsible for scheduling meetings and events, conference calls and appointments, including arranging catering, hotel rooms, and venues for the Administration Department and Board of Directors
- Setup of Boardroom and Boardroom technology for all Board/Committee meetings as well as other meetings as required
- Provide day to day clerical research and special project support
- Process and compose correspondence, reports, memos, and presentations as requested
- Provide assistance with agenda preparation and distribution and post agendas on RDBN website
- Assist in the preparation for elections, by-elections, and referenda
- Provide main reception coverage as required
- Retrieve and distribute incoming mail and email; prepare outgoing mail
- Order stationery and office supplies
- Manage Outlook e-mail distribution lists in coordination with IT Services
- Create and update various master lists and documents
- Assist in processing of incoming payments
- Operate office equipment including but not limited to computers, multi-function photocopiers, and postage machines
- Responsible to schedule regular office equipment maintenance and service calls and order supplies
- Update Legislation Manuals as required
- Perform Call Taker duties during an emergency event
- Record and transcribe meeting minutes as required
- Other clerical and receptionist duties as required.

**Skills and Qualifications:**

- Ability to maintain the confidentiality of matters as required
- Ability to work well under pressure and to a deadline with attention to detail
- Experience taking and transcribing minutes
- Excellent oral and written communication skills
- Ability to deal efficiently and effectively with the public
- Good knowledge of routine office and general clerical procedures and practices

Education:

- Completion of Grade 12 supplemented by courses in business and office administration
- Minimum two-years relevant work experience
- Must possess a valid BC Driver's License

Resumes will be accepted until 4:30 pm, Friday, November 25, 2022, and should be addressed to:

Cheryl Anderson, Director of Corporate Services

Subject Line: Administration Clerk

Email: hr@rdbn.bc.ca

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