



## **Regional District of Bulkley-Nechako Administration Department Summer Position**

The Regional District of Bulkley-Nechako is hiring for a summer position in the Administration Department. This is a 35 hour per week position beginning no later than July 4, 2022 and running for an 8-week term. The wage for this position will be \$21.18 per hour.

The successful candidate is an energetic and motivated team player that has an interest in administration and a willingness to learn about Local Government Elections. Candidates who can demonstrate knowledge of the RDBN are preferred.

### **Responsibilities and Duties:**

Reporting to the Director of Corporate Services, the employee will assist with a variety of clerical duties in support of the Administration Department including reception coverage, word processing, spreadsheeting, filing, research, and assisting in the preparation of Local Government Elections.

- Undertake the clerical and receptionist duties of the Administration Clerk in the absence of the Administration Clerk.
- Organize, schedule, and set up meetings and meeting rooms as required.
- Maintain departmental databases, and paper and electronic filing systems.
- Assist in the preparation of Local Government Elections.
- Other clerical and receptionist duties as required.

### **Skills and Qualifications:**

- Ability to deal efficiently and effectively with the public.
- Ability to communicate effectively both verbally and in writing
- Excellent computer skills, including proficiencies in internet research and Microsoft Office applications.
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to work individually and as part of a team.
- Full time enrollment in secondary or post-secondary educational institution preferred.



Resumes will be accepted until 4:30 pm, Friday, May 20, 2022, and should be addressed to:

Cheryl Anderson, Director of Corporate Services

Subject Line: Administration Department Summer Position

Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

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