



## **Regional District of Bulkley-Nechako Environmental Services Office Assistant**

The Regional District of Bulkley-Nechako is seeking applicants to fill a key position within the Environmental Services Department. The Environmental Services Office Assistant position is situated in Burns Lake, BC, is permanent, full time (35 hours per week), and includes a comprehensive benefits package. The salary range for this position is \$29.97-\$33.73 per hour.

The Environmental Services Office assistant is primarily responsible for providing support to the department's management team. This includes answering calls and responding to public inquiries, assisting with data entry and maintaining databases, clerical support for office and field staff, and basic support for field electronic devices. The Environmental Services Office Assistant must be able to work independently and take on a high level of responsibility for assigned tasks.

### **Responsibilities and Duties:**

- Answer phone calls for the Environmental Services Department
- Assist with department clerical and communication tasks
- Collect and tabulate various month-end records
- Assist field staff with administrative and practical tasks
- Assist in the implementation of various public programs
- Assist with maintaining functional electronic devices at waste management facilities
- Maintain the Environmental Services electronic filing system
- Perform other related duties as assigned.

### **Skills and Qualifications:**

- General knowledge of solid waste management and waste reduction strategies
- General knowledge of local government practices, structure, and functions
- Knowledge of procurement processes and contract administration
- Strong written and oral communication skills
- Proficient with MS Office
- Excellent attention to detail and strong administrative skills
- Ability to type 35 wpm
- Good time management and priority assessment as well as good organizational skills
- Ability to work under pressure, meet deadlines, and complete assignments in an effective manner
- Ability to maintain effective relationships with public, staff, officials, and outside agencies



### **Education, Training, and Experience:**

- Grade 12 or equivalent
- Office Administration Certificate or equivalent (preferred)
- A minimum of two years job related experience
- Valid BC Driver's License

Applications will be accepted until the position is filled, with review beginning on **Wednesday, November 1, 2023**, and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Environmental Services Office Assistant

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

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