



Making a difference...together

EMPLOYMENT OPPORTUNITY

COMPETITION No.:	12/09
SERVICE AREA:	Integrated Water Services (Customer & Technical Services)
POSITION:	COMMUNICATIONS CLERK
SALARY:	\$23.73 - \$25.37 per hour
HOURS OF WORK:	40 hours bi-weekly (Shift as required for operational requirements)
STATUS:	Regular Part time

SUMMARY:

The primary duty of this position is to operate the department worker check program. Other duties include administrative and secretarial support to client divisions and providing initial or backup response support to client enquiries.

DUTIES & RESPONSIBILITIES:

- Communicates and records employee location changes to ensure compliance with corporate and WorkSafeBC practices/protocols.
- Ensures timing policy is followed for employees working in a potentially hazardous environment or confined space entry.
- Updates the department safety manual to allow all employees access to current safety procedures and regulations.
- Maintains current department operations personal employee contact information.
- Maintains and updates the Material Safety Data Sheet Retrieval System (MSDS) ensuring accurate collection and recording of hazardous and non-hazardous materials.
- Provides other administrative assistance as needed to division staff.
- Provides backup support with responding to general enquiries about departmental activities to ensure customer service and individual program education objectives are met.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

QUALIFICATIONS:

- High school graduation supplemented with office administration course.
- A minimum of two years of related experience or a combination of education and experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Typing speed of not less than 55 wpm.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Demonstrated knowledge of grammar, spelling and proper formats and styles for business correspondence.
- Knowledge of office operations, administrative processes and systems.

- Ability to identify issues, analyze and determine alternative solutions and resolve problems.
- Ability to manage a variety of administrative responsibilities under time constraints while maintaining a high level of attention to detail and prioritizing appropriately to meet deadlines.
- Must possess a valid BC Driver's Licence.

APPLICATIONS:

Resumes with covering letter quoting competition number **12/09** will be received in the Human Resources Department, Capital Regional District until 4:00pm **February 29, 2012**. Please apply online at www.crd.bc.ca, "Careers". Applications may also be received at Capital Regional District, Human Resources, PO Box 1000, 625 Fisgard Street, Victoria, BC, V8W 2S6, fax (250) 360-3076.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.