



Making a difference...together

Employment Opportunity

On-Call Administrative Staff

Various Departments – Various Divisions

Competition	19/218
Status	Auxiliary
Hours of Work	Various
Rate of Pay	Varies between \$23.29 and \$28.00 per hour plus 14% in lieu of benefits
Review of applications begins	Competition will remain open until successful candidates are found

Summary

The Capital Regional District (CRD) is seeking talented administrative professionals to join our auxiliary (casual) pool. Being part of our Auxiliary Pool means you will have the opportunity to be considered for various temporary administrative assignments. Assignments vary from one day to three months to help with specific projects, increased workflow, or to replace workers who are away from work for extended periods. The auxiliary pool is a great and flexible way for you to gain experience and exposure to a number of our diverse work areas at the CRD.

The ideal candidates are able to adapt quickly and become familiar with a variety of work assignments, job tasks, and role responsibilities. You are a self-starter and eager to take on new challenges and expand upon your experience.

Typical duties that may be assigned in the Auxiliary Pool include: reception desk and switchboard duties, scheduling meetings using Microsoft Outlook, preparing routine correspondence, taking and transcribing meeting minutes, formatting and proofreading correspondence and reports, data entry, processing mail, compiling routine statistical data, photocopying, scanning, and filing.

Qualifications

- High school graduation supplemented by related post-secondary courses plus one year of related experience.
- Superior customer service (internal and external) and communication skills (verbal and written).
- 55 wpm typing speed (testing may be administered).
- Advanced computer skills, including proficient use of MS Office Suite 2013 (specifically Word, Excel and Outlook).
- Knowledge of additional software programs such as SharePoint and PowerPoint and experience with cash handling, record keeping.
- Preference may be given to candidates with conveyancing experience.
- Reliable transportation to commute to and from a variety of work locations.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under “Careers”.

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

