



Making a difference...together

Employment Opportunity

On-Call Administrative Staff (Multiple positions)

Competition Number:	22/337
Employment Type:	Auxiliary (Temporary Assignments)
Hours of Work:	Varies and up to 70 hours bi-weekly
Rate of Pay:	Varies between \$25.28 and \$35.38 per hour plus 14% in lieu of benefits (2022 rates) Varies between \$26.29 and \$36.80 per hour plus 14% in lieu of benefits (2023 rates)
Review of applications begins:	Applications will be reviewed as they are received, and this posting will remain open until filled.

Job 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 throughout various locations and departments within the Capital Regional District. Assignments vary from one day to three months to help with specific projects, increased workflow, or to replace workers who are away from work. The auxiliary pool is a great and flexible way for you to gain experience and exposure to several diverse work areas at the CRD.

The ideal candidate can 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 may 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, filing and records management.

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 keyboarding speed (testing may be administered).
- Advanced computer skills, including proficient use of MS Office Suite specifically Word, Excel and Outlook (testing may be administered).
- Knowledge of additional software programs such as SharePoint and PowerPoint and experience with cash handling and records management.
- Commitment to accept and commute to assignments in a variety of work locations throughout the Capital Regional District (Victoria, Sooke, Westshore etc.)
- Flexible schedule.
- Finance administration & conveyancing experience is an asset.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.

