



qathet
REGIONAL DISTRICT
Receptionist / Clerk - Casual

The qathet Regional District is accepting applications from persons interested in being placed on its on-call list for casual work as either relief receptionist, office clerk or clerical assistant. This work would be ideal for someone who is not looking for full-time work but who is interested in occasional use of their office experience. We require a high level of skill and the ability to fit into a busy office.

KEY DUTIES AND RESPONSIBILITIES *include the following:*

- Receive and direct incoming telephone calls, general e-mails and visitors to the reception area; provide information and assistance, within prescribed limits; or refer to appropriate person or department.
- Maintain record of public complaints, reports and suggestions and refer to appropriate person.
- Receive incoming mail and faxes; distribute to appropriate person or department; process outgoing mail.
- Assemble, copy, and distribute meeting agenda packages, minutes and other prepared documents electronically, by mail or personal delivery, as directed.
- Replenish supplies for office workstations on a regular basis.
- Perform routine typing and clerical duties including filing and word processing for various departments.
- Operate various office equipment including computer, multi-line telephone, fax machine, photocopier, scanner, printers, calculator, and other comparable equipment, as required.
- Deal courteously and tactfully with the public, directors and other officials and promote the image of the Regional District as an open and accessible government office.
- Follow all policies, procedures and standards of the Regional District.
- Perform other related duties as assigned.

Education/Training/experience

- Completion of Grade 12 or equivalent
- A minimum of two years' experience in an Administrative Professionals' role
- Demonstrated proficiency with office equipment, computers, advanced email, Internet, word processing, spreadsheet, and keyboarding skills
- Post-secondary education including a certificate or diploma in Office Administration or equivalent combination of office experience and technical skills, is an asset
- Holds a valid BC Driver's License (Class 5)

Skills / Abilities

- Demonstrates strong administrative professionals' core skills and abilities
- Demonstrates excellent interpersonal, oral, and written communication skills
- Demonstrates the ability to handle sensitive matters with tact and diplomacy, and responds in a professional and courteous manner when interacting with others, especially when serving in the role of receptionist
- Demonstrates a high degree of accuracy and thoroughness, with a strong attention to detail
- Demonstrates sound judgement, analytical, and problem-solving skills
- Demonstrates exceptional organizational and time management skills, and the ability to multi-task effectively



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- Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
- Demonstrates ability to work in a team environment and to work independently, with minimal supervision
- Demonstrates knowledge of corporate records management practices associated with the position (e.g. filing of records)
- Demonstrates ability to learn software applications associated with the position
- Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization

Open Until Position Filled - Candidates must be available on short-notice and for pre-scheduled short-term work. Formal testing may be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position to:

qathet Regional District
202 - 4675 Marine Avenue
Powell River, BC V8A 2L2
Attn: Esme Sturton, Assistant Manager of Administrative Services
Email: employment@qathet.ca

The 2023 wage rates varies from Receptionist - \$28.51, Clerical Assistant - \$25.55 and Office Clerk - \$31.60. The position is subject to CUPE Local 798 Collective Agreement. We thank all applicants for their interest. However, only those selected for an interview will be contacted.