



# Job Posting

Nelson, BC  
Regional District of Central Kootenay

## AUXILIARY ADMINISTRATIVE SUPPORT

### Auxiliary, as and when needed

The Regional District of Central Kootenay is currently inviting applications for the position of **Auxiliary Administrative Support**.

Auxiliary Administrative Support workers will be responsible for providing clerical and administrative assistance to a variety of departments to ensure the seamless functions of service provision. Duties will span the general requirements of an administrative support role, such as preparation of correspondence, provision of customer service, receiving and processing mail, general filing and record management duties and other clerical/support duties necessary to support work groups at the RDCK. This job description reflects the general duties considered necessary to describe the principle functions of this position and does not limit the requirements of the role to those listed below.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Professional telephone manner and strong interpersonal skills
- Professional written and verbal skills to communicate with all levels of the organization and its executive team
- Ability to learn and become proficient in new software
- Professional customer service skills
- Ability to maintain and preserve confidentiality and act with tact and diplomacy
- Demonstrated ability to perform basic reconciliations
- Ability to understand and carry out established procedure
- Ability to effectively manage interruptions and constantly changing priorities
- Willingness to learn and adapt to change
- Experience and confidence working with Microsoft Office products
- Working knowledge of or ability to learn Tempest municipal management software
- Minimum typing speed of 50 words per minute

This posting along with a detailed job description can be found on our website at [www.rdck/jobs](http://www.rdck/jobs).

### REQUIRED QUALIFICATIONS:

- Completion of Grade 12 of a recognised equivalent, or an acceptable combination of education and experience
- Two or more years experience in a fast paced administrative or receptionist role
- Experience working with Microsoft Office products, including Excel, Word, and Outlook
- Experience with cash handling and reconciliation
- Satisfactory Criminal Records Check
- Post-secondary diploma in an administration field would be considered an asset
- Prior experience working in a regional or municipal government setting is preferred

The normal starting hourly rate for this position is \$28.36 with a range from \$24.81 to \$30.83 based on experience.

To apply please complete our online form which can be found here: [Employment Application](#).

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted until **9:00am on May 1, 2024**.

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.*

*This posting may be used to fill other similar positions within the RDCK over the next six months.*

### For more information contact:

humanresources@rdck.bc.ca | 250.352.8150

or visit [rdck.ca/jobs](http://rdck.ca/jobs) to apply