



# Job Posting

Nelson, BC  
Regional District of Central Kootenay

## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

### Full Time, Benefited

The Regional District of Central Kootenay is currently inviting applications for the position of HR Administrative Assistant.

Reporting into the Human Resources (HR) Manager, this position provides administrative support to the HR team to assist with routine tasks and major projects in the department. This includes general clerical support, recruitment support, filing (electronic and paper) and systems input / data maintenance. They will assist with the development and implementation of policy, recruitment, orientation and training, benefits, health and safety and other areas as directed. The HR Administrative Assistant must exhibit a high degree of tact, discretion, diplomacy, good judgment and confidentiality in all transactions.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Exemplary customer service
- A demonstrated and high degree of emotional maturity to maintain the confidentiality of the role and the HR department
- A keen attention to detail
- A high degree of organization
- Great interpersonal skills
- Excellent communication skills, including professional written and verbal skills to communicate with all levels of the organization and its executive team
- Adaptability and flexibility to meet changing priorities and deadlines
- Experience and confidence working with Microsoft Office products, and the demonstrated ability to learn and become proficient in new software
- Ability to understand and carry out established procedures
- Willingness to learn and adapt to change

### REQUIRED QUALIFICATIONS:

- 3 years experience working in an office setting, and
- Post-secondary education in a related field.
- An equivalent combination of education and experience may be considered.
- Note that preference may be given to someone with an educational background, or experience, in HR.

The normal starting hourly rate for this position is \$28.73 with a range from \$27.48 to \$31.22 based on experience. The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

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

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 April 2, 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