



Central Coast

REGIONAL DISTRICT

Title: Administrative Assistant

Status: Temporary (Part time) – Ends Dec. 31, 2024

Salary: \$26.00/ Hour (16-20 hours per week)

Reports to: Corporate Officer

Date: September 2024

Position Summary:

We believe that exceptional customer service is at the heart of our success. As an Administrative Assistant with us, you'll be more than just a voice on the line—you're a crucial part of our mission to deliver unparalleled customer experiences.

Reporting to the Corporate Officer, this position provides front line service to residents, answers the phone and supports the administrative work of both the Corporate Administrative and Finance departments.

Key Job Duties & Responsibilities:

- Ensures the efficient and accurate handling of office and administrative duties.
- Ensuring the effective and timely delivery of information to the public.
- Acts as the first point of contact for members of the public and Regional District staff directing inquiries accordingly, following up on action items and responses.
- Prepares a variety of written correspondence, presentations and documents.
- Schedules and coordinates calendars, meetings, appointments and travel arrangements.
- Maintains records management system ensuring filing is accurate and up to date.
- Supports all departments by assisting team members in their duties, as required to meet service expectations, departmental goals and objectives.

Qualifications & Experience:

- Grade 12 completion or equivalent.
- Completion of formal training from a recognized program together with a minimum of two (2) years of administrative experience in an office setting. An equivalent of education and experience may be considered.
- Proficiency in word processing, spreadsheet and database computer applications with strong attention to accuracy and detail.
- Excellent communication and interpersonal skills to deal tactfully, professionally, and confidentially with staff or other agencies and members of the general public.
- Strong organizational to work under pressure and meet deadlines.
- Able to work effectively and productively under minimal supervision.

Please submit an application in confidence to dmalkinson@ccrd.ca or drop off at the CCRD Offices at 626 Cliff St. by no later than Sept. 13, 2024.