



The Region of BC's Best

# JOB POSTING

## Administrative Assistant

**COMPETITION NO:** 2018-027  
**TERMS:** Permanent Full-Time  
**HOURS OF WORK:** 35 Hours per Week  
**APPLICATION DEADLINE:** 4:00 p.m., June 13, 2018

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Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

### Your Role

Reporting to the Director of Community Services, the Administrative Assistant provides effective administrative support to the Community Services and Facilities departments. This role provides backup relief coverage to the Receptionist (switchboard). Some of the primary duties of this role include word processing, data input, filing, photocopying, purchase orders, and other duties as assigned.

### Our Ideal Candidate

The candidate must have formalized administrative/business education, such as an administrative certificate, or a combination of education and minimum of 2 years of relevant, related experience.

The successful candidate must have a thorough knowledge of contract administration and general office procedures and will possess excellent word processing and public communication skills. The candidate should have solid organizational, planning, and problem solving skills, in order to manage multiple priorities at once. The candidate also displays excellent interpersonal and communication skills, and is committed to exceptional customer service, making them a strong fit for an organization that values teamwork and collaboration. A good understanding of other office equipment (eg. copiers, postage machine, etc.) and the ability to work under limited supervision is also essential.

The position is subject to the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The salary for this position is \$1,675.48 - \$1,931.24 biweekly. The TNRD requires all positions undergo a Criminal Record Check.

Please email your application to [humanresources@tnrd.ca](mailto:humanresources@tnrd.ca) by  
**4:00 p.m. on June 13, 2018 quoting Competition No. 2018-027.**

Applications must be sent in PDF format and include a cover letter and a resume outlining your qualifications and experience.

*Working together, we provide exceptional public service in a supportive, flexible environment*

**Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!**

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.