



JOB POSTING – External

ADMINISTRATIVE ASSISTANT – FACILITIES AND CAPITAL PROJECTS

COMPETITION NO:	2019-006
TERMS:	Permanent Part-Time
START DATE:	To be determined
HOURS OF WORK:	20 Hours per Week
APPLICATION DEADLINE:	4:00 p.m., February 11, 2019

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.

The Role:

Reporting to the Manager of Facilities and Capital Projects, the Administrative Assistant provides expert administrative support for the services provided by this team to TNRD residents. This position provides administrative support on contracts including initiation of documents, tracking of approval processes, making and tracking contract amendments, monitoring draw amounts, tracking change orders, and following up with contractors as requested. This position also coordinates the purchase order (PO) process, including initiating and tracking POs, and providing routine information to finance and external vendors. This position is the initial point of contact for internal staff, such as Library Branch Heads, to gather information, assess and track facility requests. Acting in a coordination role, this position compiles data on facility service requests and provides a summary to the Facilities team for action. This position also tracks a number of facilities processes/documents, including regular inspection reports, certificates and safety reports required from contractors, etc. Using exceptional administrative skills, you create and maintain departmental documentation, such as letters and spreadsheets and maintain a comprehensive filing/document management system. This position provides relief for the main receptionist on occasion and may be required to take departmental/site meeting minutes.

Required Education and Experience

- Certificate in business administration and a minimum of two years' recent, related experience. An equivalent combination of education and experience may be considered
- Local government experience, in particular supporting facilities will be given preference

Other Skills and Abilities

- Excellent communication and customer service skills are required, with the ability to respond with tact and courtesy
- Excellent writing skills are required, with demonstrated ability to draft correspondence
- Strong attention to detail is required
- Ability to work under limited supervision and manage multiple overlapping priorities or deadlines is essential

- Ability to effectively contribute to a highly effective team working in a very busy, dynamic environment
- Exceptional technical skills in MS Office, such as:
 - Advanced knowledge of Outlook, including calendar management, sharing contacts, creating groups, etc
 - Advanced knowledge of Word, including mail merges, indexes, table of contents, utilizing styles, tracking changes, etc
 - Intermediate knowledge of Excel, including linking workbooks, creating formulas, worksheet/workbook protection, etc.
 - Basic knowledge of Powerpoint, including creating presentations, animations, slide transitions, creating charts and diagrams, etc
 - Basic knowledge of Access or other databases including entering data and running reports

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The position is subject to the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The hourly rate for this position is \$23.94 to \$27.59 (\$1,675.48 to \$1,931.24 bi-weekly).

Please email your application to humanresources@tnrd.ca by
4:00 p.m. on February 11, 2019, quoting Competition No. 2019-006.

Applications must 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.