



# Job Posting

Regional District of Central Kootenay  
Riondel, BC

## RIONDEL COMMISSION ADMINISTRATIVE SUPPORT

### Part-Time Position Four hours per week, plus an additional four-five hours monthly

The Regional District of Central Kootenay (RDCK), is accepting applications for the position of **Riondel Commission Administrative Support**

This position provides administrative assistance and customer service in the day to day operation of the services administered by the Riondel Commission of Management including the Riondel Community Centre and associated lands, street lighting, water service, Riondel refuse transfer, and the Riondel Regional Park.

The ideal candidate will have exceptional customer service skills, a demonstrated commitment to community service, and will be interested in working with us for years to come!

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- High school diploma or GED, or an acceptable combination of education and experience
- Related work experience, such as in customer service, reception or an administrative role
- Experience with word processing, spread sheets, and handling email correspondence

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES INCLUDE:

- Strong customer service orientation
- Strong computer literacy skills, proficiency in Microsoft Office suite of programs

- Basic cash handling and reconciliation skills
- Demonstrated ability to work in a friendly & respectful manner with the public and other staff
- Ability to multi-task
- Superior organizational abilities
- Ability to operate a variety of office equipment
- Ability to problem solve and perform tasks of some complexity under minimal direction
- High degree of diplomacy, discretion, independence and good judgement
- Ability to maintain and preserve confidentiality
- Ability to understand and carry out established accepted procedures
- Willingness to learn and adapt to change
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect

The successful applicant will work part-time with office hours of 8 am to 12 pm on Tuesdays (or an alternate mutually agreed-upon day) and another 4 to 5 hours once per month to support commission meetings. Additional time may be added on an as and when needed basis to support and/or provide support for other members of the team or to liaise with Commissioners, the public, and RDCK staff outside of regular office hours. The normal rate for this position is \$28.36/hr with a range from \$27.13/hr to \$30.83/hr commensurate with experience.

This posting along with a detailed job description can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs). To apply please complete our online form that can be found here: [Employment Application](#).

Applications submitted in the form of a resume and cover letter will be accepted by Human Resources email **until 9:00am, October 30, 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 :

Call: 250.352.1515  
or visit [rdck.ca/jobs](http://rdck.ca/jobs)