



Job Posting

Central Kootenay Area
Regional District of Central Kootenay

REGIONAL ADMINISTRATIVE ASSISTANT— FIRE SERVICES

Central Kootenay area

PART TIME
4 Month Term

Under the general supervision of the Regional Fire Chief, the Regional Administrative Assistant provides general clerical and administrative support to the Regional Fire Service.

Duties include the general requirements of an administrative support role, such as preparation of correspondence, provision of customer service, general filing and record management duties, and other clerical/support duties necessary to support the RDCK Fire Services team.

REQUIRED SKILLS & ABILITIES:

- Excellent communication skills, including professional written and verbal skills to communicate with all levels of the organization and its executive team.
- Ability to maintain and preserve confidentiality and act with tact and diplomacy.
- Ability to understand and carry out established procedures.
- Proven ability to prioritize, while working under pressure and time constraints.
- Experience and confidence working with Microsoft Office products, and the demonstrated ability to learn and become proficient in new software.
- Adaptability and flexibility to meet changing priorities and deadlines.
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.
- Experience working in emergency services is an asset.

REQUIRED QUALIFICATIONS & KNOWLEDGE:

- High school diploma or GED, or an acceptable combination of education and experience. Post-secondary diploma in an administration field would be considered an asset
- Minimum of 3 years experience in an administrative role in a fast paces team environment. Experience working in a government setting is preferred.
- Satisfactory Criminal Records Check
- Valid BC Drivers License and a satisfactory Drivers Abstract

This is a part-time, position working up to 24 hours per week.

The normal entry wage for this position is \$28.36/hr with a range from \$27.48 to \$31.22 commensurate with experience.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

Applications will be accepted **until 9am Thursday, November 28, 2024.**

To apply please complete our online application which can be found here: [Employment Application](#).



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:
250.352.1515
or visit rdck.ca/jobs to apply