



The Regional District of Central Okanagan is an employer of choice made up of a dedicated team of people who care about the community they serve. We are located in one of the most desirable places to live in BC in the heart of the scenic Okanagan Valley. The appeal of Okanagan Lake, the natural beauty of the surrounding hillsides and the fragrant orchards and vineyards continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.

Administrative Assistant – Community Services

The Community Services department is looking for a customer service focused individual for the full-time position of *Administrative Assistant – Community Services*. Reporting to the Director of Community Services, you will provide day to day office administration functions and administrative support to assist with the completion of activities and projects. This position provides information to the public regarding local government land use regulations, and provincial and federal government legislation.

You will assist in preparing notices, processing applications, and performing records management duties for the Community Services team. Providing accurate front line service is imperative when responding to property inquiries and outlining the application process to residents. Knowledge and experience related to working with Building and Zoning Bylaws and other government legislation and procedures is key. This position organizes public hearings, prepares referrals and provides support to Regional Board committees which may include attending occasional evening meetings and taking minutes.

To be successful in this role, you must have a minimum of one-year experience in a planning or related position and a Certificate in Office Administration. You must have excellent communication, interpersonal, organization and time management skills with a proven ability to multi-task and meet strict deadlines. This position requires proficiency utilizing Word, Excel, Outlook and PowerPoint with a minimum typing speed of 50 wpm. Experience taking meeting minutes, using BC Online and basic accounting skills are required.

This is a full-time position to commence immediately and is a member of CUPE Local 338. We offer a salary of \$27.12 - \$30.13 per hour and a full range of benefits.

Qualified persons are requested to e-mail their resume quoting **Competition No. 2026** by **4:00 p.m. Monday, November 2, 2020**, to:

Manager of Human Resources
Regional District of Central Okanagan
1450 KLO Road, Kelowna, B.C. V1W 3Z4
E-mail: apply@rdco.com Fax: 250-763-7497
www.rdco.com/jobs



We thank all candidates for their interest - only applicants selected for interviews will be contacted