



Administrative Assistant Legislative Services

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a regular full-time **Administrative Assistant** to join our team.

Reporting to the Legislative Services Manager, the incumbent will perform a variety of high level administrative functions in support of the Legislative Services Manager and the department's operations, services, programs and activities.

JOB REQUIREMENTS

- Secondary school graduation, in addition to an administrative/secretarial training at a recognized institution, or an equivalent combination of education and experience.
- A minimum of 3 years' related office experience.
- Experience working with the public and providing customer service.
- Keyboarding speed of 55 wpm.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); desktop publishing would be an asset.
- Ability to work on a number of concurrent tasks with deadlines pressures.
- Ability to compose complex business correspondence and proofread for grammar, spelling, and punctuation with a high degree of accuracy.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Good organizational skills.
- Local government experience is an asset.
- Understanding of government records management and electronic data management systems is an asset.
- Ability to work evenings and weekends as required.

This regular full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$28.47, Paygrade 4, plus an attractive fringe benefits package.

Qualified individuals are invited to submit their applications quoting **Competition No. 17-08E** by Monday, March 20, 2017:

Human Resources Department
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax: (250) 492-0063
Email: hr@rdos.bc.ca

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted