

Expression of Interest Auxiliary Clerical Team

The Strathcona Regional District is seeking flexible, customer service and team oriented individuals for auxiliary on-call clerical and secretarial assignments.

The Auxiliary Clerical Team will provide relief during sick leave, vacation and periods of heavy workload. Assignments may include typing, filing, data entry, reception and providing information to the public on Regional District services. Work will be scheduled well in advance wherever possible but notice may be minimal in some cases.

A detailed job description, outlining the duties and qualifications is available online at www.strathconard.ca.

Resumes including a cover letter will be accepted at:

Employment Opportunity, Auxiliary Clerical Team
Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8
corporate@strathconard.ca

Applicants are hereby advised that only shortlisted candidates will be contacted.



301-990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 · Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.strathconard.ca



STRATHCONA REGIONAL DISTRICT

RECEPTIONIST - AUXILIARY

DEFINITION:

Under general supervision of the Corporate Services Manager or his/her designate, the Receptionist (Auxiliary) performs duties related to reception and telephone switchboard operation combined with administrative duties of moderate complexity. Responsibilities are varied and include such activities as answering incoming calls through switchboard, referring enquires, complaints etc., to the appropriate office, providing general information and assistance to the public; processing incoming and outgoing mail, courier packages and facsimiles; typing correspondence and other related duties as required.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Answers telephone enquiries, routes calls, takes messages, and gives out routine information;
- Assists staff in the performance of a variety of administrative tasks;
- Coordinates accommodation and conference attendance for Board members and staff in conjunction the Board Services Coordinator;
- Coordinates meals for Board and Committee meetings;
- Receives and sorts daily mail for distribution;
- Assists with the maintenance of the corporate filing system;
- Oversees the maintenance of all business machines throughout the office;
- Manages and orders office supplies;
- As requested, types articles, forms, letters, routine correspondence, reports, tabulations, and other material from rough draft copy, and previously prepared data;
- Operates all standard office equipment; and
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of Business English, spelling, punctuation and the ability to do arithmetic calculations and computations;
- Good knowledge of modern business office practices and procedures;
- Accurate keyboarding and computer skills
- Able to perform clerical assignments with a minimum of supervision;

- Strong written and oral communication skills;
- Ability to multitask;
- Working knowledge of MS Office Suite;
- Polite, courteous and diplomatic in dealing with the public;
- Able to operate a variety of standard office equipment and the switchboard in a calm and efficient manner;
- Ability to establish and maintain effective working relationships with other employees, agencies and clients.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Completion of Grade 12;
- Certificate in office administration;
- Minimum 3 years experience in an office environment including dealing with the public; and
- Keyboarding skill (60 wpm).

STANDARDS:

- Supports and upholds the established policies and objectives of the Regional District in all areas of activity;
- Will not release or discuss non-routine business without prior authorization of the Corporate Services Manager or designate;
- Adheres to all established Regional District rules and regulations;
- Maintains the performance levels set by the Regional District in the execution of all duties and responsibilities;
- Maintains a cooperative working relationship with staff, other agencies and the public;
- Maintains an up-to-date knowledge of the provisions and requirements of statutes, bylaws, and regulations affecting the Regional District; and
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.
- Maintains a professional level of workplace decorum.