



Central Coast

REGIONAL DISTRICT

Title: Administrative Assistant

Status: Temporary (Full Time) - Ends December 31, 2025

Salary: \$26.00 / Hour (35 Hours per week)

Reports to: Corporate Officer and/or Financial Officer

Position Summary:

Nestled in the heart of BC's Central Coast, the Central Coast Regional District (CCRD) electoral area boundaries are home to spectacular natural beauty that includes rainforest, coastline, islands, and glacial mountains. The Regional District employs a collaborative team of professionals dedicated to providing services throughout the five electoral areas.

The Central Coast Regional District (CCRD) is seeking a highly organized and service-oriented individual to fill the temporary, part-time position of Administrative Assistant. Reporting to the Corporate Officer and/or Financial Officer, this position plays a key role in providing front-line service to residents, responding to public inquiries, and supporting the administrative functions of both the Corporate Administration and Finance departments.

The successful candidate will ensure the efficient and accurate handling of office and clerical duties, maintain internal records and filing systems, coordinate calendars and meetings, and assist departmental staff to meet service expectations, goals, and objectives.

Qualifications & Experience:

- Grade 12 completion or equivalent;
- Completion of formal training from a recognized program together with a minimum of two (2) years of administrative experience in a local government setting. An equivalent of education and experience may be considered;
- Proficiency in word processing, spreadsheet and database computer applications with strong attention to accuracy and detail;
- Excellent communication and interpersonal skills to deal tactfully, professionally, and confidentially with staff or other agencies and members of the general public;
- Strong organizational to work under pressure and meet deadlines;
- Understanding of records management principles is an asset;
- Able to work effectively and productively under minimal supervision.

If you are a motivated self-starter who works well in a fast-paced environment and would like to join this dedicated team, we look forward to hearing from you! Please submit your resume and cover letter detailing your experience and qualifications to Chief Financial Officer, Box 186, Bella Coola, BC V0T 1C0, or email:

cfo@ccrd.ca

For a complete job description, please see the Central Coast Regional District Website <https://www.ccrd.ca>. We thank all applicants for their interest, however, only those selected for further consideration will be contacted.