

Title: Administrative Assistant

Status: Temporary (Part Time) – Ends December 12, 2025

Salary: \$26.00 / Hour (21 hours per week)

Reports to: Corporate Officer and/or Chief Financial Officer

Date: June 2025

Position Summary:

Reporting to the Corporate Officer, the Administrative Assistant provides front-line service to residents, answers the phone and supports the administrative work of both the Corporate Administrative and Finance departments at the CCRD.

Key Job Duties & Responsibilities:

- Ensures the efficient and accurate handling of office and administrative duties.
- Ensuring the effective and timely delivery of information to the public.
- Acts as first point of contact for members of the public and Regional District staff, directing inquiries accordingly, following up on action items and responses;
- Prepares a variety of written correspondence, presentations, and documents;
- Schedule and coordinate calendars, meetings, appointments, and travel arrangements;
- Maintains the records management system, ensuring filing is accurate and up to date;
- Supports the Department by assisting team members in their duties, as required to meet service expectations, departmental goals and objectives.
- Performs basic cashier duties, including but not limited to receiving cash payments, disbursing, and maintaining petty cash.
- Balances and processes invoices, cash/debit/EFT receipts and other related records.
- Prepares bank deposits, receives payments and calculates the applicable PST and GST.
- Other duties as assigned

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.