

RECEPTIONIST (PART-TIME)

Competition #2021-13

March 19, 2021



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting opportunity for a highly motivated, independent individual to fill the part-time position of Receptionist. Working in a team environment, our Receptionists are the first person our customers see when they walk into our office. They are responsible for greeting customers, in person and on the phone, in a friendly and professional manner, as well as providing general information and assistance to internal and external clients. This position works 20 hours per week and reports to the Director of Legislative Services.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing professional development opportunities for our staff. If you love variety in your workday and are meticulous, you will fit right in.

The ideal candidate must have:

- Minimum of Grade 12, supplemented by post-secondary office practices training and several years of clerical experience in a large office, or an acceptable combination of training and experience;
- Proficiency using a multi-line electronic switchboard;
- Adequate and suitable computer and word processing skills. Must be able to type a minimum of 60 wpm. Knowledge of Microsoft Word Office Suite is an asset;
- Ability to operate a variety of standard office equipment, including photocopier, postage meter, audio-visual equipment and scanners;
- Sound knowledge of standard office practices and procedures and business English;
- Be courteous, tactful and diplomatic in dealing with the public;
- Good interpersonal skills with the ability to establish and maintain effective working relationships, and deal effectively with difficult clients;
- A valid Driver's Licence.

The start rate for this union position is \$22.77 per hour plus 10.6% in lieu of benefits. Upon successful completion of the required probationary period, the wage increases to \$26.79 per hour plus either 10.6% in lieu of benefits, or if eligible, participation in the benefit program.

If you have a passion for public service and love helping people, we want to hear from you. Submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2021-13 and send, in confidence, by 4:30 pm on April 9, 2021**, to jobs@fvrd.ca or mail to::

Human Resources Department
Fraser Valley Regional District
1 - 45950 Cheam Ave
Chilliwack, BC V2P 1N6

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.
Review of applications will begin upon receipt.*