



**INTERDEPARTMENTAL OFFICE AIDE
(PART-TIME)
Competition #2020-24**

We are the third largest regional district in BC and deliver over 100 services to six municipalities and eight electoral areas. Our region covers more than 13,000 km² stretching from the City of Abbotsford to Boston Bar. In short, we have a little bit of everything. If you enjoy working with others and providing exemplary customer service, then you should check us out.

We are looking for a positive and energetic person to fill the part-time position of Interdepartmental Office Aide in the Administration Department. We require someone who is willing to work from 10:30 a.m. to 2:30 p.m., Monday to Friday. Reporting to the Manager of Corporate Administration, the successful candidate will provide switchboard relief; Boardroom setup; re-stock office supplies; assist with photocopying, and bulk mail-outs; pickup and deliver internal and external mail; and deliver fleet vehicles for servicing.

Required knowledge, skills and abilities:

- Must have a minimum of Grade 12, preferably supplemented by courses in office practices training and two years office experience, or an acceptable combination of training and experience;
- Ability to use a multi-line electronic switchboard;
- Be able to operate a variety of standard office equipment, including photocopier;
- Have sound knowledge of standard office practices and procedures;
- Be courteous, tactful and diplomatic in dealing with the public;
- Have good interpersonal skills, and be able to establish and maintain effective working relationships;
- Must be in possession of a valid Driver's Licence.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning, and are committed to providing and supporting training and professional development opportunities for our staff. If you have a positive, can do attitude and a keen sense of humour, you will fit right in.

The start rate for this union position is \$16.86 per hour plus 10.6% in lieu of benefits. Upon successful completion of the required probationary period the wage will increase to \$19.83 per hour plus 10.6% in lieu of benefits.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter indicating how you meet the qualifications. Please quote Competition #2020-24 and send in confidence by 4:30 p.m. on March 13, 2020 to: jobs@fvrd.ca

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.