

INTERDEPARTMENTAL OFFICE AIDE (PART-TIME)

Competition #2021-24

May 20, 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 are looking for a positive and energetic person to fill the part-time position of Interdepartmental Office Aide. We require someone willing to work from 10:30 am to 2:30 pm, Monday to Friday. Reporting to the Director of Legislative Services, the successful candidate will provide switchboard relief; Boardroom setup; re-stock office supplies; assist with photocopying and bulk mail-outs; pick up and deliver internal and external mail; and deliver fleet vehicles for servicing.

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:

- » A minimum of Grade 12, preferably supplemented by courses in administration and two years of office experience, or an acceptable combination of training and experience
- » Ability to use a multi-line electronic switchboard
- » Ability to operate a variety of standard office equipment, including photocopier
- » Sound knowledge of standard office practices and procedures
- » Good interpersonal skills, and be able to establish and maintain effective working relationships
- » A valid Driver's Licence

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 rate increases to \$19.83 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 want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2021-24 and send, in confidence, by 4:30 pm on June 17, 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.*