



DISTRICT OF TUMBLER RIDGE

JOB OPPORTUNITY

Assistant, Administration 1 – Casual (X2)

Job Classification: Assistant, Administration 1 – Union

Competition #: 2022-16

About the Role

Reporting to the Corporate Director, the Administration Assistant Level 1 is responsible for the efficient operation of the reception areas at Town Hall. The incumbent will perform a variety of general and specific routine clerical/administration/cashier/receptionist duties and other assigned specific duties in accordance with approved practices and procedures as established from time to time.

What you bring

- Post Secondary Certification in Office Administration;
- Grade 12 Diploma or equivalent combination of education and experience;
- Class 5 Driver's License;
- Experience working in an administrative environment, providing customer service;
- Experience with Microsoft Suite of programs including MSWord and Excel;
- Excellent oral, written and active-listening skills;
- Highly organized and ability to work in high stress situations and resolve issues;
- A commitment to the safety of yourself and your team; and
- A satisfactory Criminal Records Check is required.

Complete job description can be found on the District's website: www.districtoftumbleridge.ca

Working with the District of Tumbler Ridge

- *Council is committed to excellence in government that reflects our citizen's interests, values and goals. We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens. We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.*

What we offer

- A work environment where safety is our core value;
- Competitive compensation of \$21.46/hr as per the CUPE/DTR Collective Agreement;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

The posting will remain open until filled. Please submit resume to:

Human Resources Department
District of Tumbler Ridge
Box 100
Tumbler Ridge, BC V0C 2W0
Email: hrcoordinator@dtr.ca

While we appreciate all applications, only those selected for further consideration will be contacted.