



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

January 7, 2025

Application Deadline

January 21, 2025 @ 4:00pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-3235

Environmental Services Clerk

Full Time – Permanent Position

Position Overview

Reporting to the General Manager of Environmental Services or designate, the Clerk is responsible for general administration for the department, supporting solid waste, water and sewer, invasive plants, and facilities. The position will be located out of the Dawson Creek Warehouse.

Duties

This position is responsible for a variety of duties including, but not limited to:

- prepares, compiles, posts and distributes agendas for a variety of committees
- attend meetings to record minutes and will administer the necessary follow up tasks and procedures
- draft, proofread, edit, and finalize a variety of documents, contracts, letters, memos, and/or Board reports
- provide information and assistance to the public on a variety of matters pertaining to departmental operations, procedures, and services
- monitor and update the PRRD communications portals for the department
- monitor asset management and contract administration software

Qualifications

The ideal candidate will have:

- Grade 12 education, plus administrative training and two (2) years of experience in a busy office environment
- Effective written and oral communication
- Excellent knowledge of Microsoft Office suite
- Ability to learn custom software packages
- A valid class 5 Drivers' License must be maintained

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The after-probation rate of pay for this union position is 31.97/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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District Official Page | Facebook

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