

INTERDEPARTMENTAL OFFICE AIDE (PART-TIME)

Competition #2025-05

January 23, 2025



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.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We are looking for a positive and energetic person to fill the part-time position of Interdepartmental Office Aide. We require someone able to work from 10:00 am to 2:00 pm, Monday to Friday. Reporting to the Administrative Manager, the successful candidate will provide switchboard relief; Boardroom cleaning and meeting setup; re-stock office supplies; assist with photocopying and bulk mail-outs; pick up and deliver internal and external mail; maintain fleet vehicle cleanliness and supplies; and deliver fleet vehicles for servicing.

We offer a positive and supportive work environment with an emphasis on collaboration. If you love variety in your workday and are meticulous, you will fit right in. The ideal candidate must have:

- » 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 a photocopier;
- » Have a sound knowledge of standard office practices and procedures;
- » Have good interpersonal skills, be able to establish and maintain effective working relationships, and deal effectively with difficult clients;
- » Must have the ability to occasionally lift up to medium weight of 14 kg (30 lbs);
- » Must possess a valid Driver's Licence.

The start rate for this part-time Union position is \$18.88 per hour (2024 rate) plus 16% in lieu of benefits. Upon successful completion of the required 840-hour probationary period, the rate will increase to \$22.22 per hour (2024 rate) plus 16% in lieu of benefits or if eligible, participation in the benefits 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. Please submit your resume along with a cover letter, indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on February 6, 2025.

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