

EMPLOYMENT OPPORTUNITY

CORPORATE SERVICES CLERICAL SUPPORT – Part-Time (Temporary position ending December 18, 2026)

POSTING NO: 2026-18

POSTING DATE: May 4, 2026

POSTING EXPIRY DATE: May 15, 2026, at 4:00 p.m.

*** Qualified candidates may be invited for an interview before the closing date.**

The Strathcona Regional District is seeking a Part-Time Clerical Support staff member to join our Corporate Services Department temporarily to assist with preparations for the 2026 local government elections, reception coverage, and general administrative support.

WHAT YOU'LL DO

- Provide clerical and administrative support to the Corporate Services department
- Deliver front-line reception services, including greeting visitors, answering inquiries, processing cash receipts, and handling incoming calls
- Assist with preparations for the 2026 local government elections, including administrative and logistical support
- Supporting voting day operations and post-election administrative activities
- Prepare documents, correspondence, and election-related materials
- Perform general office duties such as data entry, scanning, copying, mail distribution, and office supply coordination
- Assist with departmental workflow and projects as assigned

Strathcona
REGIONAL DISTRICT



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca

WHAT YOU BRING

- Provides exceptional customer service
- Communicates effectively both verbally and in writing
- Is highly organized and able to manage multiple priorities
- Works well independently and as part of a team
- Exercises sound judgment, professionalism, and confidentiality
- Adapts quickly in a busy environment with frequent interruptions
- Brings knowledge of office administration practices; local government experience is an asset

WHY JOIN US

Be part of a supportive, professional team to contribute to an important civic process and community engagement:

- Competitive earnings: \$31.11/ hour plus an additional 16% instead of benefits and vacation
- Work-life balance with 20-35 hour work weeks.

HOW TO APPLY

Send your **resume and cover letter** quoting *Posting #2026-18 – Clerical Support Part-Time Temporary* to hr@srd.ca or **upload your application directly on the Career portal at srd.ca/careers.**

We thank all applicants for their interest, and we will contact only those selected for an interview. The successful candidate will be required to complete a satisfactory review through the Criminal Records Review Program as a condition of employment.



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Job description
April 30, 2026

Clerical Support (Part-Time Temporary)

JOB SUMMARY

Reporting to the Manager, Corporate Operations, the Clerical Support position provides clerical and administrative assistance to the Corporate Services department, with a primary focus on supporting preparations for the 2026 local government election, reception coverage, and general departmental administrative functions. Responsibilities include document preparation, customer service, office support, and assisting with election-related administrative tasks to support efficient departmental operations.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide clerical and administrative support to the Corporate Services department.
- Provide reception coverage, including responding to inquiries, directing visitors, cash receipting and handling incoming calls.
- Assist with preparations for the 2026 local government election, including administrative and logistical support.
- Support voting day operations and post-election administrative activities.
- Assist in the preparation of documents, correspondence, and election-related materials.
- Perform general office duties, including data entry, scanning, copying, mail distribution, and office supply coordination.
- Assist with departmental workflow and departmental projects as assigned.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination of education and experience)

- Grade 12 graduate or equivalent supplemented by office administration courses, or an equivalent combination of training and experience.
- Local government election experience an asset but not required
- Intermediate proficiency in Microsoft Office applications, including Word, Excel & Outlook.
- Keyboarding skills (50 wpm).
- Experience with computerized cash receipting and point of sale systems.
- Valid BC Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service and organizational skills, along with the ability to problem-solve and work independently.
- Strong verbal and written communication skills.
- Ability to learn quickly and adapt to changing priorities and environments.
- Ability to manage a varied workload in a busy environment with frequent interruptions.
- Experience working with Vadim and similar software applications is considered an asset.
- Ability to work collaboratively as part of a team, displaying integrity and sound judgement.
- Knowledge of local government office practices and procedures.
- Ability to maintain a high level of confidentiality.
- Working knowledge of records management and file retention practices.
- Ability to establish and maintain effective working relationships with other employees, agencies and the public.



Job description

April 30, 2026

- Friendly and professional manner with a demonstrated ability to interact positively with the public.
