



**CLERK, CUSTOMER SERVICE
(TEMPORARY, FULL-TIME – MAT LEAVE COVERAGE)**

The North Okanagan is an exceptional place to live, work and explore. With its diverse landscapes and extraordinary recreational opportunities, our residents enjoy a comfortable balance of work-life activities. With a regional population of 85,000, the Regional District of North Okanagan offers a wide range of services directly to residents and through partnerships with its six member municipalities.

We have an opening for the temporary, full-time position of Clerk, Customer Service for a maternity leave coverage of 12 to 18 months. The successful candidate is a graduate of an office administration program, with a minimum of one year of clerical experience and holds a valid BC driver's licence.

You are detail oriented, possess superior organizational skills and are an excellent communicator. You have exemplary customer service skills, can sensitively manage private information and can effectively multi-task to provide administrative support to a variety of departments. You are proficient with Microsoft Office products. Experience in the preparation of agendas and the taking of minutes will be considered an asset. Preference will be shown to candidates with knowledge of records management practices and building department processes.

Reporting to the Corporate Officer, the Clerk, Customer Service supports document preparation related to a variety of services. This position is customer service focused and will include providing front counter and reception duties for financial transactions, permit issuances and information dissemination for all RDNO services.

Come be part of a great team who takes pride in their work to enhance the very reasons the North Okanagan is such a great place to live, work and play. This is a temporary, full-time position (35 hours/week) with an hourly wage range of \$23.43 to \$26.93 per hour (2019 rates), plus 16% in lieu of all benefits.

**Resumes with covering letters, quoting Competition No. 18-21, will be accepted
until 4:00 p.m. on Monday, December 17, 2018 to:**

**Human Resources
Regional District of North Okanagan
9848 Aberdeen Road, Coldstream, BC V1B 2K9
Email: hr@rdno.ca**

**We thank all interested applicants, but only short-listed candidates will be contacted.
No telephone or email enquiries please.**