



CLERK, CUSTOMER SERVICE (TEMPORARY, FULL-TIME)

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 92,000, 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. Upon the return of the incumbent the position may continue on a casual basis to cover vacation and other leaves. 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 license.

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. Preference will be shown to candidates with knowledge of records management practices and building department processes.

Reporting to the Deputy Corporate Officer, the Clerk, Customer Service 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 reason the North Okanagan is such a great place to live, work and play. This is a temporary, full-time position (35 hours/week) with a starting wage of \$24.79 per hour, plus 16% in lieu of all benefits.

To apply, please visit our website at rdno.ca/careers and submit your resume, cover letter and any corresponding information in PDF format quoting Competition No. 22-06.

Applications will be accepted until 4:00 p.m. on Monday, January 31, 2022.

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