



CLERK, ENVIRONMENTAL SERVICES (REGULAR, PART-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 regular, part-time position of Clerk, Environmental Services. The successful candidate will have a certificate in office administration with a minimum of one year experience and a valid Class 5 BC driver's license. You are friendly and outgoing, tactful with effective communication skills and provide great overall customer service. Level 1 First Aid certification and previous work experience in solid waste operations or environmental services will be considered assets.

Reporting to the Manager, Environmental Services, the Clerk, Environmental Services provides clerical and administrative support to the Environmental Services team within the Community Services Department.

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 regular, part-time position (approximately 20 hours per week) with some flexibility in scheduling. This position offers a starting hourly wage of \$27.20 with steps increasing to \$31.27, plus 16% in lieu of vacation, statutory holidays, and all other benefits. Up to 5 paid sick days are provided annually.

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. 22-16.

Applications will be accepted until 4:00 p.m. on Monday, May 9, 2022.

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