

RECEPTIONIST

(PART-TIME)

Competition #2025-26

April 25, 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 have an exciting opportunity for a highly motivated, independent individual to fill the part-time position of Receptionist. Working in a team environment, our Receptionists are the first person our customers see when they walk into our office. They are responsible for greeting customers, in person and on the phone, in a friendly and professional manner, as well as providing general information and assistance to internal and external clients. This position works 20 hours per week, 12:30 pm to 4:30 pm Monday to Friday, and reports to the Administrative Manager.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing professional development opportunities for our staff. If you love variety in your workday and are meticulous, you will fit right in.

The ideal candidate must have:

- » Minimum of Grade 12, supplemented by post-secondary office practices training and several years of clerical experience in a large office, or an acceptable combination of training and experience;
- » Proficiency using a multi-line electronic switchboard;
- » Adequate and suitable computer and word processing skills. Must be able to type a minimum of 60 wpm. Knowledge of Microsoft Word Office Suite is an asset;
- » Ability to operate a variety of standard office equipment, including photocopier, postage meter, audio-visual equipment and scanners;
- » Sound knowledge of standard office practices and procedures and business English;
- » Be courteous, tactful and diplomatic in dealing with the public;
- » Good interpersonal skills with the ability to establish and maintain effective working relationships, and deal effectively with difficult clients;
- » A valid Driver's Licence

The wage rate for this Union position is \$25.51 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 \$30.02 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 and FVRD employees, 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 May 16, 2025.

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