



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

May 29, 2025

Application Deadline

June 12, 2025, at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to: Peace River Regional District

Human Resources

hrprrd@prrd.bc.ca

P. 250-784-3235

Administrative Clerk

Full Time - Permanent Position

Position Overview

Reporting to the Corporate Officer or designate, the Administrative Clerk will perform clerical duties, provide coverage for the Admin Clerk/Receptionist, assist and direct the public, process incoming and outgoing correspondence, prepare agendas and record minutes, arrange and prepare for meetings and events, book travel, and assist with government election processes. This position will be located out of the Dawson Creek Office.

Qualifications

The ideal candidate will have:

- Office administration certificate or equivalent, plus 2 years' of experience in a busy office environment.
- Minimum of two years related experience in a busy office environment.
- Effective written and oral communication.
- Demonstrated attention to detail for preparing diverse correspondence, official documents, and other material.
- Excellent knowledge of Microsoft Office suite.

Preference will be given to applicants with:

- Working knowledge of the *Community Charter* and *Local Government Act*.
- Electronic agenda preparation and management software experience

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. This position includes frequent attendance at evening and weekend meetings/events to engage with communities – flexible scheduling is required.

The after-probation rate of pay for this union position is 31.97/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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District Official Page | Facebook

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