

## EMPLOYMENT OPPORTUNITY

**Administrative Assistant,  
Regional and Community  
Utilities**

Temporary Full-Time / External  
Regional and Community Utilities  
Competition No.: 2025-1070



[www.rdn.bc.ca](http://www.rdn.bc.ca)

**SKILLS & ABILITIES**

- Proficient in Microsoft Office 365 and other computer applications.
- Strong communication skills with the ability to deal tactfully with the public.
- Keyboarding, word processing, and basic office equipment experience.

**APPLICATION DETAILS**

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1070 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on May 16, 2025.**

**Date Posted: May 2, 2025.**

*A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

**ABOUT THE ROLE**

The Regional District of Nanaimo is seeking a temporary full-time Administrative Assistant working with the Regional and Community Utilities (RCU) department across our various operations.

The Administrative Assistant will report to the General Manager of Regional and Community Utilities and contributes to the effective operation of the Department through the efficient and accurate handling of office and clerical duties and the effective delivery of information to the public. This position supports the Department by assisting team members in their duties, as required to meet service expectations, departmental goals and objectives.

As this position is intended to provide backup relief to our current administrative team with RCU, in addition to project support, the successful incumbent will be required to work at our various operations including the Regional Landfill, Church Road Transfer Station, Greater Nanaimo Pollution Control Centre, French Creek Pollution Control Centre, and the RDN Administration Office.

**QUALIFICATIONS**

High school diploma supplemented with post-secondary education in office procedures with clerical and computer training, plus one (1) to three (3) years' prior job-related experience, or an equivalent combination of training and experience.

As this position will be required to work at various locations between Cedar and Parksville, the successful incumbent must have their own transportation.

**POSITION DETAILS**

This is a temporary full-time Union position starting as soon as possible until December 31, 2025, with the possibility of ending early or extension based on the operational needs of the department. The (2024) rate of pay is \$32.94 to \$34.67 per hour, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

**Administrative Assistant**  
**Regional and Community Utilities**  
Pay Band 7

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**Job Summary**

The Administrative Assistant contributes to the effective operation of the Regional and Community Utilities department through the efficient and accurate handling of office and clerical duties and the effective delivery of information to the public. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

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**Primary Duties and Responsibilities**

- Provides support to all staff in the Regional and Communities Utilities department.
  - Provides interoffice document preparation and tracking.
  - Sorts and distributes incoming mail, stamps, and posts outgoing mail.
  - Provides telephone and counter reception and responds to inquiries from the public, including directing them to the appropriate staff or department.
  - Assists in the development and maintenance of the approved Records Management system.
  - Copies, scans, and files various materials and documentation.
  - Maintains and updates reference books for RCU department.
  - Receives courier bags, sorts, and distributes contents to and from head office to other RDN departments.
  - Maintains stationery supplies, orders, and distributes.
  - Maintains sign in/out board, visitor's logbooks, room bookings.
  - Schedules courier pickups, assists with receiving shipments.
  - Maintains, organizes, and codes departmental invoices for signature, and laisses with finance for processing.
  - Prepares agendas and minutes as required for all RCU departments (Solid Waste, Water, Wastewater, Capital Projects).
  - Can communicate with working knowledge of RCU Procedures and Bylaws.
  - In an emergency situation, that requires the activation of the Regional District's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops will offer by the RDN to support this role.
  - Performs other related duties as required.
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**Job Qualifications**

**Education/Experience**

- High school diploma supplemented with education in office procedures with clerical and computer training.
- 1 - 3 years of prior job-related experience or an equivalent combination of training and experience.

**Skills/Abilities**

- Keyboarding, word processing, switchboard, and basic office equipment experience.
- Typing speed of 60 w.p.m.
- Proficient in Microsoft Office 365, Adobe Acrobat, and Vadim applications.
- Strong communication skills with the ability to deal tactfully with the public.

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## Reporting Relationship

Reports to: General Manager, Regional and Community Utilities

May also take direction and/or have work assigned by:

- Manager, Solid Waste
- Manager, Water Services
- Manager, Wastewater Services
- Manager, Capital Projects Delivery
- Manager, Facilities and Fleet
- Superintendent, Scale and Transfer Services
- Superintendent, Wastewater Services