



Corporate Services Clerical Support Part-Time

Campbell River Region
Campbell River

Monday May 4, 2026

\$31 - \$40/ hour

Company: Strathcona Regional District

Website: <https://srd.ca>

Industry: Public Works & Services

Remote/Camp Based Job: No

How to apply:

Send your resume and cover letter quoting Posting #2026-18 – Clerical Support Part-Time Temporary to hr@srd.ca or upload your application directly on the Career portal at srd.ca/careers.

Attachment:

[Corporate Services Clerical Support \(Part-Time Temporary\) Combined.pdf](#)

Expiry Date:

Monday, May 18, 2026

Details:

JOB SUMMARY Reporting to the Manager, Corporate Operations, the Clerical Support position provides clerical and administrative assistance to the Corporate Services department, with a primary focus on supporting preparations for the 2026 local government election, reception coverage, and general departmental administrative functions. Responsibilities include document preparation, customer service, office support, and assisting with election-related administrative tasks to support efficient departmental operations. MAJOR DUTIES AND RESPONSIBILITIES

- Provide clerical and administrative support to the Corporate Services department.
- Provide reception coverage, including responding to inquiries, directing visitors, cash receipting and handling incoming calls.
- Assist with preparations for the 2026 local government election, including administrative and logistical support.
- Support voting day operations and post-election administrative activities.
- Assist in the preparation of documents, correspondence, and election-related materials.
- Perform general office duties, including data entry, scanning, copying, mail distribution, and office supply coordination.
- Assist with departmental workflow and departmental projects as assigned

Qualifications & Experience:

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination of education and experience) •Grade 12 graduate or equivalent supplemented by office administration courses, or an equivalent combination of training and experience. •Local government election experience an asset but not required •Intermediate proficiency in Microsoft Office applications, including Word, Excel & Outlook. •Keyboarding skills (50 wpm). •Experience with computerized cash receipting and point of sale systems. •Valid BC Driver's License **KNOWLEDGE, SKILLS AND ABILITIES** •Excellent customer service and organizational skills, along with the ability to problem-solve and work independently. •Strong verbal and written communication skills. •Ability to learn quickly and adapt to changing priorities and environments. •Ability to manage a varied workload in a busy environment with frequent interruptions. •Experience working with Vadim and similar software applications is considered an asset. •Ability to work collaboratively as part of a team, displaying integrity and sound judgement. •Knowledge of local government office practices and procedures. •Ability to maintain a high level of confidentiality. •Working knowledge of records management and file retention practices. •Ability to establish and maintain effective working relationships with other employees, agencies, and the public. •Friendly and professional manner with a demonstrated ability to interact positively with the public
