

EMPLOYMENT OPPORTUNITY

Corporate Administrative Assistant – Reception

POSTING NO: 2025-19

POSTING DATE: June 26, 2025

POSTING EXPIRY DATE: July 18, 2025, at 4:00 p.m.

As a result of an internal promotion, the Strathcona Regional District is seeking a highly organized and service-focused **Corporate Administrative Assistant – Reception** to serve as the welcoming face of our corporate office and provide essential administrative support. Reporting to the Manager of Corporate Operations, the Corporate Administrative Assistant – Reception performs a range of administrative duties. This is a front-facing role that requires excellent communication, multitasking skills, and a positive, professional demeanor.

REQUIRED QUALIFICATIONS and SKILLS: (or equivalent combination)

- Strong organizational skills and attention to detail
- Excellent verbal and written skills
- Proficiency with Microsoft Office Suite and office technology
- Knowledge of cash receipting, cash handling, and reconciliation
- Ability to handle sensitive information with discretion and professionalism
- Positive attitude and proactive approach to problem-solving
- One year certificate in office administration or an equivalent combination of training and experience

The position is full-time, 35 hours a week, with an annual salary range from \$55,456.03 to \$63,643.91 plus a generous and comprehensive benefits package.

For more information on this opportunity, please refer to the attached job description, which outlines all the duties and necessary qualifications for this position. The successful applicant will be required to provide a satisfactory criminal record check, including vulnerable sector screening, as a condition of employment.

We invite qualified candidates to submit a cover letter and resume quoting posting **#2025-19 Corporate Administrative Assistant - Reception** to hr@srd.ca

We thank all applicants for their interest and will only contact applicants selected for an interview.



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Corporate Administrative Assistant - Reception

JOB SUMMARY

The Corporate Administrative Assistant performs duties related to reception and telephone switchboard operation, combined with administrative duties of moderate complexity. Reporting to the Manager, Corporate Operations, the Corporate Administrative Assistant - Reception is responsible for answering incoming calls through switchboard, referring enquires, complaints, etc., to the appropriate office, providing general information and assistance to the public; processing incoming and outgoing mail, courier packages and facsimiles; typing correspondence, cash receipting and compiling bank deposits and other related duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

- Answers and directs incoming calls while managing a multi-line phone system, takes messages and provides routing information as required;
- Operates the phone system online self-service portal to manage landline phone services.
- Welcome and assist visitors by providing information and ensuring a positive first impression.;
- Maintains a clean, organized, and professional front desk and reception area.
- Coordinates board and committee catering, meal preparation and prepares rooms for scheduled meetings;
- Responsible for tidying, restocking, and sanitizing of kitchen and boardroom areas, including clearing used dishes, wiping surfaces, organizing supplies, and ensuring meeting spaces are reset and ready for use.
- Coordinate and execute office errands, including sourcing and purchasing kitchen supplies and refreshments.
- Monitors office supplies, places orders as needed and tracks inventory to avoid shortages;
- Assists with alarm code changes and corporate office key/fob distribution as directed by the Manager;
- Assists with the operation of the Keyscan access control system, including granting or restricting access as directed by the manager.
- Receives, sorts and distributes incoming and outgoing mail, courier services and package deliveries;
- Provides front counter support for board/committee meeting days or other meetings;
- Assists with planning and coordinating travel logistics and conference registration as required.
- Receives cash, records payments, reconciles cash, batches, and prepares bank deposits;
- Maintains log books and organizes maintenance for the corporate fleet vehicle
- Assists with data entry, document preparation or other clerical tasks.
- Assists with staff social planning activities;
- Maintain and update contact lists and office records.
- Provides assistance with website updates and content changes as required.
- Performs routine maintenance and minor troubleshooting on office equipment, including the multifunction printers and window blinds.
- Performs other related work as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- One-year certificate in office administration; and/or
- A minimum of one year of related experience or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Work experience in an office, local or regional government setting preferred;
- Knowledge of cash receipting, cash handling, and reconciliations.
- Experience with Vadim software preferred.
- Excellent interpersonal, written and verbal communication skills are essential, as are demonstrated administrative and organizational skills;
- Knowledge of office practices and procedures;
- Basic level of competency with Microsoft Office Word, Excel and Outlook;
- Ability to establish and maintain effective working relationships with other employees, agencies and clients