PEACE RIVER REGIONAL DISTRICT

Admin Clerk/Receptionist Casual Position

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
October 30, 2026,

Application Deadline
November 13, 2026

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. 250-784-3218

Position Overview
The Peace River Regional District invites applications from professionals with administrative experience to fill the role of Casual Admin Clerk/Receptionist position at the PRRD. The organization needs an individual willing to work on an as needed basis in both our Dawson Creek and Fort St. John office. The ideal candidate will enjoy working cooperatively and effectively to reach a common goal, be able to adapt and respond to changing conditions, priorities, and technologies, and work well in a fast-paced environment.

Reporting to the Corporate Officer or designate, the candidate should be organized, with excellent typing and computer skills, and be ready and able to interact with the public effectively. This position is responsible for a variety of administrative/clerical duties including, but not limited to:

- Operating a switchboard; as the frequent first point of contact with the PRRD, this position is required to provide exceptional customer service to the public, answering queries, providing information, and connecting them with the appropriate department(s) when necessary.
- Maintaining outgoing and incoming correspondence and documents for various departments – typing speed of 60 WPM is required.
- Meeting agenda and minutes preparation.
- Maintaining databases and informational records.

Qualifications
The ideal candidate must have a certificate in business/office administration (or related discipline), plus a minimum of two (2) years' experience in administrative work, the ability to learn custom software packages, and advanced knowledge of Microsoft Office Suite.

Preference will be given to applicants with working knowledge or experience in a corporate or government environment.

Additional Information
The work hours are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. The after-probation rate of pay for this union position is $30.41/hour plus 14% In lieu of benefits. Must be legally able to work in Canada.

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