



## Alberni-Clayoquot Regional District

### **Administrative Assistant** **(Permanent Full-Time)**

The Alberni-Clayoquot Regional District (ACRD) is currently recruiting for a permanent full-time Administrative Assistant. Working under the direction of the Manager of Administrative Services, this position provides clerical, reception and administrative support services to all departments including: community services, planning, building, communications, finance and emergency services. The ideal candidate will have a minimum of 2 years administrative experience in an office environment.

A copy of the job description and qualifications for this position can be viewed on the Regional District's website at [www.acrd.bc.ca/jobs](http://www.acrd.bc.ca/jobs)

This is a CUPE Local 118 position. The rate of pay is \$36.10 per hour (2024 rates). Qualified applicants are invited to forward their resume by 4:30 pm on Monday, March 31, 2025 to:

Heather Zenner, Manager of Administrative Services  
Alberni-Clayoquot Regional District  
E-mail: [recruitment@acrd.bc.ca](mailto:recruitment@acrd.bc.ca)

**Please submit your application (cover letter and resume) as ONE pdf document only.**

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