



Alberni-Clayoquot Regional District Employment Opportunity

ADMINISTRATIVE ASSISTANT (Casual)

The Alberni-Clayoquot Regional District (ACRD) is accepting applications for an Administrative Assistant to work on a casual/on-call basis at the Regional District Office. This position provides reception, clerical, cashier and administrative support services to the ACRD.

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. The successful candidate will be required to be a member of CUPE Local 118 (Alberni-Clayoquot Unit).

Qualified applicants are invited to forward their application by 4:30 pm on Friday, February 10, 2023, to:

Wendy Thomson, General Manager of Administrative Services

Alberni-Clayoquot Regional District

E-mail: 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.