



Building Services Student **(Temporary, Full-Time – May to August)**

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a temporary, full-time Student to assist with the department's electronic document management system requirements. Working within the Building & Enforcement Services Department, the Building Services Student will provide clerical duties, primarily scanning and filing of building permit files into the corporate electronic document management system and record keeping. Additional duties may include providing clerical support on various building permit intake requirements.

QUALIFICATIONS:

- Secondary school graduation or equivalent
- "Student" means an employee who is attending school, college, or university who has just completed their studies or intends to return to school, college, or university in the subsequent academic year.
- Ability to understand and execute oral and written instructions.
- Experience working with the public and providing customer service.
- Demonstrated computer skills in Microsoft Office products (Word, Excel, Outlook and Access).
- Ability to work independently and efficiently with limited supervision.
- Ability to communicate in a courteous and tactful manner.
- Ability to work on a number of concurrent tasks with deadline pressures.

This temporary, full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$15.30 plus 14.75% in lieu of all benefits.

Qualified individuals are invited to submit their application in pdf format quoting **Competition No. 21-09E** by **4:00 pm, Monday, March 22, 2021** to:

Human Resources Department
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax: (250) 492-0063
Email: hr@rdos.bc.ca

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted