



PEACE RIVER  
REGIONAL DISTRICT

## 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

June 2, 2026

### Application Deadline

June 16, 2026 at 4:00 pm

### Application Information

Visit [prrd.bc.ca/employment](http://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](mailto:hrprrd@prrd.bc.ca)  
P. 250-784-1167

# Confidential Administrative Clerk

## Full Time, Permanent

### Position Overview

Reporting to the Chief Administrative Officer, the Confidential Administrative Clerk is responsible for administrative/HR clerical duties of the office of the CAO. Provides administrative and human resource clerical support to the organization, including leading recruitment processes and leading employee onboarding and coordinating staff training and development, HR records management and preparation of confidential documents.

### Qualifications

The ideal candidate will have a certificate in office administration, Human Resources or equivalent, plus 2 (years) experience in a local government administrative position. A high degree of integrity, diplomacy, discretion, culture awareness and confidentiality is required. Excellent computer skills with a high level of proficiency with Microsoft Office, Outlook and the ability to learn new software quickly. Effective written and oral communication skills, accurate keyboarding/typing skills at 60 WPM. An equivalent combination of education, training and experience may be considered. A valid BC's driver's licence is required.


### Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

This exempt position offers a competitive salary range of \$72,472 - \$86,797, benefits package and an excellent team. If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this bountiful and opportunity filled area, considering making the Peace Country your community and the Peace.

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

[www.prrd.bc.ca](http://www.prrd.bc.ca)

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diverse. vast. abundant.