



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

July 15, 2026

Application Deadline

July 29, 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. 250-784-1167

Administrative Clerk/Receptionist

Full-time Permanent Position

Position Overview

Reporting to the Corporate Officer or Designate this position assists and directs the public, is responsible for administrative work and meeting administration, and processes and maintains outgoing and incoming correspondence and documents for various departments. The ideal candidate is someone who enjoys working cooperatively and effectively to reach a common goal, can adapt and respond to changing conditions, priorities, and technologies, and works well in a fast-paced environment.

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.
- Process payments and issue receipts.
- Meeting agenda and minutes preparation.
- Maintaining databases and informational records.

Qualifications

The ideal candidate must have a certificate in business/office administration (or a 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.

Must be able to legally work in Canada.

The after-probation rate of pay for this union position is \$33.05/hr., plus benefits.

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

www.prrd.bc.ca



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