



Alberni-Clayoquot Regional District

Administrative Assistant (Temporary Full-Time)

(Proposed Term – March 30, 2026 to March 15, 2027 or upon return of incumbent)

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

This is a CUPE Local 118 position. The rate of pay is \$37.36 per hour (2025 rates). Qualified applicants are invited to forward their resume by 4:30 pm on Thursday, March 19, 2026 to:

Heather Zenner, 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.