



JOB OPPORTUNITY

Administrative Assistant

Big White Fire Department – Part-Time

The RDKB is seeking applications for the **Administrative Assistant** position now recruiting at Big White Fire Department. This is a part-time position, which is expected to average 12 hours work per week, with fluctuations depending on operations. The hourly rate of pay is \$25 per hour. The work schedule will be determined with the successful candidate.

Under the direction of the Big White Fire Chief, the Administrative Assistant provides clerical and processing support for the Big White Fire Department. Primary duties include assistance with preparing invoices and payroll documents, filing and word processing. Additional support to the Fire Chief with projects such as annual work plans and budgets will be required on occasion.

The required qualifications, experience and training for this position include:

- Grade 12 graduation or equivalent
- At least 1 year previous experience in a similar role, ideally in an office environment
- Current resident of the Big White community, preferred
- Preference also given to current fire department members
- Or an equivalent combination of qualifications and experience

For more information on this position, please review the job description available on the [RDKB Careers](#) page. To be considered for this opportunity, please submit a cover letter and resume to Big White Fire Chief, Chris Cormack at ccormack@rdkb.com by no later than **Thursday May 5, 2022**.

The RDKB is an equal opportunity employer and welcomes applications from all qualified candidates. Only those applicants shortlisted for this opportunity will be contacted. The RDKB thanks all candidates for their interest.