



## External Posting Columbia Shuswap Regional District

*Is seeking a highly motivated individual to fill the following position:*

### **Relief Employee, Administrative and Clerical Support**

(1 Position – Casual / On-Call)

The Columbia Shuswap Regional District (CSR) is now accepting applications for a Relief Employee to provide administrative and clerical support based out of its Salmon Arm, BC office.

Reporting to the Manager, Financial Services, this position will perform a wide variety of clerical duties supporting various departments within the CSR. Work assigned to the Relief Employee is on an as-needed basis to cover short term vacancies.

This is a casual / on-call relief position and is subject to the provisions of the Collective Agreement negotiated between the CSR and CUPE Local 1908. The rate of pay for this position is variable (based upon the classification assigned to the position being covered) plus eighteen percent (18%) in lieu of all vacation and fringe benefits as per the Collective Agreement. Hours of work for this position will be scheduled between Monday to Friday, during the hours of 8:00 AM to 4:00 PM.

Applications will be treated as confidential and must be received by **4 pm Friday, August 16, 2019**.

Interested applicants must send a letter of interest and résumé to:

Kerri Wirth, Payroll Administrator/HR Assistant  
Columbia Shuswap Regional District  
555 Harbourfront Drive NE  
PO Box 978, Salmon Arm BC, V1E 4P1  
Phone: 250-833-5912  
Email: [hr@csrd.bc.ca](mailto:hr@csrd.bc.ca)