



**District of Taylor
Employment Opportunity**

**Peace Island Park Administrative Assistant
(Full-Time Seasonal Position)**

Peace Island Park is operated by the District of Taylor, the fastest growing community in the Peace River Region. Taylor is a community that values and nurtures personal endeavor, affordable living, and unrivaled amenities for the whole family to enjoy. The park has 40 non-powered sites, 57 serviced sites, and 24 full serviced sites making it one of the largest campgrounds in the Peace River Region.

Reporting to the Peace Island Park Manager, the Peace Island Park Administrative Assistant is responsible for handling a variety of customer requests and/or on-site escalations while supporting the Peace Island Park Manager and other park staff.

The responsibilities include, but are not limited to, booking, scheduling, tracking, and cancelling campground reservations as needed, answering customer inquiries and addressing on-site guest reports of service deficiencies. In the absence of Park Management, the position will serve as an intermediary escalation point to provide guest resolutions. As well as handling payment transactions for all sites, firewood, and other items, and completing cash outs with attention to accuracy and preparation for delivery to the District office. The successful incumbent will also train for general administrative support coverage to other District of Taylor departments as required.

The successful applicant will have strong interpersonal, customer service, organizational, time management, written and verbal communication skills, have a strong independent work ethic and the ability to work effectively under pressure and adapt to changing priorities and deadlines, and be highly proficient in MS Office programs with the ability to learn new software. Knowledge and familiarity with Web based booking software and point-of-sale systems would be considered an asset.

The compensation range is \$20.73 - \$23.32 per hour, plus 4% vacation pay. The incumbent's pay rate will be based on a combination of the successful applicant's education and experience.

With your resume, please provide a cover letter that articulates how you meet the qualification provided in the job description. Submissions will be received until filled.

Please ensure that your submission clearly identifies the position being applied for and address your application to:

District of Taylor

Attn: Dawn McGinn, Interim Deputy Corporate Officer Email: recruitment@districtoftaylor.com

Box 300

Taylor, BC V0C 2K0

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.