



**VILLAGE OF NAKUSP  
JOB POSTING  
ADMINISTRATIVE ASSISTANT - OPERATIONS  
Temporary Full-time  
(1 Position Available – 35 hours per week)**

**POSTING DATE:** April 28, 2026  
**CLASSIFICATION:** Administrative Assistant - Operations  
**REPORTS TO:** Director of Operations  
**HOURS:** 35 Hours a week  
**SHIFT:** Monday to Friday  
**RATE OF PAY:** \$33.38 per hour  
**POSTING PERIOD:** April 28, 2026 – Until filled

The Village of Nakusp has a temporary full-time employment opportunity as an Administrative Assistant - Operations. Reporting to the Director of Operations, the Administrative Assistant - Operations provides support and assists the general public, Operations Foreman, department managers, and others seeking information regarding Village Operations. Other duties may include updating and maintaining water and sewer reports, records management, data entry, and responding to garbage, recycling, and other Village Operations inquiries from the public.

This position exercises a high level of confidentiality and performs various stenographic assignments. The incumbent will also file documents in accordance with the Municipal Records Management System.

**MINIMUM REQUIREMENTS**

1. High School graduation or equivalent;
2. Post-secondary training in Office Administration or Municipal Governance and Administration or equivalent;
3. Ability to deal with the public in a courteous, quick and efficient manner;
4. Knowledge of Microsoft suite programs, website maintenance, and other web-based programs.

Preference will be given to candidates who possess the following:

- The successful applicant must be comfortable with technology;
- Be a team player;
- Possess keen analytical and interpersonal skills;
- Experience with VADIM software is an asset.

A Criminal Record Check will be required. A more detailed job description is available from the Village.

As a condition of employment, the successful applicant shall be required to maintain membership in CUPE Local 2450.

This position is temporary full-time, with the opportunity for casual employment to cover varying administrative positions afterwards.

**RATE OF PAY**

As per the Collective Agreement.

Please forward your resume to the Village of Nakusp – Box 280, Nakusp, BC, V0G 1R0. E-mail [operations@nakusp.com](mailto:operations@nakusp.com)

The Village thanks all who apply; however, only those chosen for interviews will be contacted.

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