

Working out of our offices at 234 Lions Way, the administrator is the sole visible representative of the Water District. As such the successful person must be professional, knowledgeable, credible, organized and possess great communication and people skills. The administrator is responsible for the day-to-day operations of the Water District including interactions with the public, response to emergency situations, co-ordination of repairs/service work with the water district System Operator and maintaining an open line with Vancouver Island Health regarding water quality requirements.

Required Skills and Experience

The administrator is a multi-tasking position requiring an energetic, motivated self-starter with excellent organizational, time management, communication and interpersonal skills. The administrator is an honest (bondable), discrete, dedicated and accountable individual, self-motivated and able to work alone but possesses great people skills as they will be required to interface with the Public, Ratepayers, Trustees, Health Authorities, Government, Auditors, Fire Dept., co-workers, suppliers and other related industry professionals.

Ideally this individual is a “jack-of-all-trades” with good office skills, excellent note-taking and record-keeping ability, some supervisory experience and knowledge of basic finance, accounting, payroll and legal practices as relates to the operation of a Water Improvement District. Required computer skills: Excel and willingness to learn the Vadim billing program.

The Qualicum Bay Home Lake Water District is looking for a team player with good interpersonal skills to full the Administrator position. This position works 4 days per week 8:30 – 4. Salary Range \$45,000.00 - \$65,000.00 depending on experience. Includes a benefit package.

Candidates must have:

- General office experience and be comfortable working in a computerized environment
- Computer literacy with a good working knowledge of and experience with Microsoft Word and Excel
- The ability to deal with customer transactions and questions, and to deal with sometimes difficult customers in a calm and professional manner
- The ability to work independently along with good time management skills
- Excellent communication skills both verbal and written
- The confidence to handle cash transactions and cash reconciliations
- Ability and willingness to learn new software
- Familiarity with accounting concepts would be an asset

Please submit a cover letter and resume to qbhlwater@shaw.ca no later than....