



EMPLOYEE SERVICES CLERK (EXEMPT)
Permanent Full-Time
Internal/External Posting No. 2025-72

Department:	Human Resources
Internal/External Posting Date:	September 12, 2025
Internal/External Closing Date:	September 30, 2025
Hourly Rate:	\$40.89 (after probation)
Hours of Work:	35 hours per week
Competition No.:	2025-72

The City of Dawson Creek invites applications for a full-time exempt Employee Services Clerk position. Under the direction of the Health & Safety Officer, Human Resources Administrator, or designate, the Employee Services Clerk performs a wide range of clerical duties related to confidential human resources activities and health & safety for the organization. This is a challenging role in a busy and complex office environment.

Requirements:

- Grade 12 education or equivalent.
- Additional office administration, human resources, or health & safety education.
- Superior organizational skills .
- Minimum 60 WPM keyboarding speed.
- Proficient with computer programs, particularly the Microsoft Office suite.
- Minimum of two years of administrative/office experience.
- Excellent interpersonal and communication skills, superior organizational skills, the ability to work under pressure with minimal supervision to meet deadlines, and have the discretion, maturity, and ability to maintain confidentiality, and exercise considerable independent judgment.

Preferred candidates will have:

- Applied Business Technology program certification or equivalent
- Experience taking minutes
- Prior experience in a legal or government office dealing with tight timelines, multiple competing priorities and legislative compliance
- Familiarity with municipal government legislation such as the *Community Charter*, *Local Government Act* and municipal bylaws, WorkSafeBC regulations, and HRIS software.

For new hires and those working in designated positions of trust, employment is conditional on a satisfactory Criminal Record Check. This position comes with a competitive benefit package.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.