



Clerk/Receptionist — 3 Month Term Position (with potential to extend term)

Issue Date: August 19, 2026

Closing Date: September 2, 2026

Job Level: Term: Sept 8 to Nov 6, 2026

Posting # 2026—024

The District of Stewart is inviting applications from enthusiastic individuals, focused on delivering exceptional service to the community alongside a dedicated team.

Located at the head of the Portland Canal, Stewart is surrounded by spectacular mountains, glaciers, wildlife, and world-class outdoor recreation opportunities. Residents enjoy fishing, hiking, hunting, boating, snowmobiling, and access to some of the most scenic landscapes in British Columbia.

Stewart offers a unique lifestyle for individuals and families seeking meaningful work, shorter commutes, and a stronger connection to the outdoors and community. Home ownership opportunities remain accessible compared to many communities across British Columbia.

The successful candidate will join a team that values collaboration, mutual respect, and a willingness to support one another to showcase our community.

Whether you are beginning your career or seeking greater stability and work-life balance, we encourage you to apply!

Duties and Responsibilities:

- ◇ Customer Service—includes phone & front counter inquiries, processing payments, issuance of licences & permits;
- ◇ Clerical Duties—includes accounts payable/receivable, payroll, Council Meeting Agendas & Meeting Minutes, preparation of reports and other documents as required.

Qualifications:

- ◇ High School Education or equivalent with preference given to post secondary education in related clerical and accounting;
- ◇ Experience with municipal government processes and knowledge of related legislation considered an asset;
- ◇ Knowledge of payroll and accounting software & procedures as well as other related computer applications;
- ◇ Highly organized and self-motivated individual with exceptional oral and written communication skills;
- ◇ Ability to deal effectively and cooperatively with co-workers, Council and the public;
- ◇ Class 5 Driver's Licence;

Training & Support:

The Employer recognizes the importance of developing its employees and may provide mentorship, leadership development, and job-specific training opportunities to support operational needs, with the potential for growth and advancement for the right individual.

This position is covered by the Collective Agreement between the District of Stewart and CUPE Local 1804.
The current rate as of January 2026 for this position is \$33.34 hr
35 hours per week: 8:30am-4:30pm, Monday to Friday

TO APPLY:

Send your resume and cover letter explaining why you are interested in this role, and how your attitude and experience make you a great fit!

Email to: Tarra Barker, CAO at: cao@districtofstewart.com or in person to the Municipal Office: 705 Brightwell Street

We thank all applicants, however only those being selected for an interview will be contacted