



Clerk/Receptionist — 3 Month Term Position

Issue Date: June 19, 2026

Closing Date: July 3, 2026

Job Level: Term: July 10 to October 2, 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 in meaningful work. 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;
- ◇ Good 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***

TO APPLY:

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

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