



Planning Assistant (Summer Student) (summer position, early/mid May to August 31)

The Squamish-Lillooet Regional District (SLRD) is headquartered in Pemberton BC.

We are looking for a planning assistant from early/mid May to August 31st to assist with data inputting, file management, research and other related planning matters, as needed.

The ideal candidate will be an upbeat team player with great attention to detail who possesses:

- A post-secondary education.
- Excellent attention to detail.
- Excellent command of Microsoft Excel, Microsoft Word and preferably, Microsoft Publisher.
- Experience using ESRI GIS systems is preferred but not required.
- Ability to work with minimal supervision.
- Ability to positively contribute and work in a team-oriented environment.
- Excellent organizational, administrative and computer systems knowledge and skills.
- A can-do attitude.

For further information, please see the full job description at www.slrd.bc.ca/employment.

Compensation will be determined commensurate with knowledge, skills and ability.

Interested candidates are invited to submit their resume with a covering letter by email, no later than **April 5th, 2019 at 5:00 p.m.** to:

Nathalie Klein, Executive Assistant
Squamish-Lillooet Regional District
nklein@slrd.bc.ca

We sincerely thank all applicants for their interest, however, only candidates under consideration will be contacted.