

Qualifications

- Post-secondary education from a relevant and recognized program.
- A minimum of five (5) years experience as an investigator, paralegal or other equivalent.

Skills and Competencies

- Knowledge and understanding of applicable legislation and regulations.
- Ability to analyze, research, evaluate and interpret legal compliance issues.
- Ability to apply superior judgment, strategic and innovative thinking in decision making.
- Ability to exercise professional judgement while handling confidential and/or sensitive matters.
- Excellent organizational skills and strong attention to detail.
- Ability to work independently with minimal supervision; proven capacity to be a self-starter.
- Self-motivated, with the ability to work independently and as a team member.
- Excellent interpersonal skills and collaboration to achieve positive working relationships.
- Excellent written, verbal and presentation skills.
- Ability to multi-task and manage time-sensitive projects within demanding work schedules.
- Ability to analyze and resolve problems/conflicts.
- Computer skills (MS Office Suite).

Please email a cover letter and resume to careers@recbc.ca, clearly describing why you are a good fit for this position and how your knowledge and experience will contribute to the Council's success.