



## **Assessment Administrator**

BC Assessment is currently looking for **permanent Assessment Administrators** in multiple locations across BC! If you are looking to begin or grow your career in administration, we want to hear from you!

*We acknowledge that BC Assessment's offices are located on the traditional territories of the First Nations, Metis, and Inuit peoples across BC. We are honoured to be able to live, work and play on this land.*

### **Up to 5 positions in any of the following locations:**

Vancouver  
Victoria  
Nanaimo  
Kelowna  
Kamloops  
Nelson  
Cranbrook  
Prince George  
Terrace

***This competitive process may also be used to fill temporary positions.***

### **Who we are**

As a Provincial Crown Corporation, our enduring purpose is to support communities through independent excellence in property assessments. Our people are the key to our success - they drive our business, bring our values to life and help build communities. We value BC and also, truly value our people.

Learn about BC Assessment and what we do by watching [this video!](#)

### **Who you are**

We are looking for someone with strong teamwork skills, who provides customer service with kindness, tact, and diplomacy. Ideally, you are organized, detail-oriented, and efficient, you can manage multiple work assignments with professionalism and confidence. Our preferred candidate is a proficient user of MS Office and feels comfortable working in and using new databases.

### **What you'll get to do**

#### **Customer Service:**

- Front line counter and phone customer service representative.



- Assist customers with many aspects of form completion, general inquiries, BC OnLine and other property information requests.

**Database Management:**

- Create and maintain new property folios.
- Receive and review source documentation, check for accuracy and input into database.

**Assessment Roll Administration:**

- Receive, review and process address changes received from various sources.
- Assist customers with public website and digital assessment information queries.
- Receive, enter, and track inquiries from property owners and others and forwards inquiries as required.
- Receive, complete, and distribute requests for apportionment after Roll closure.

**General Administration:**

- Format and review letters, memos, reports, presentations and other documents using a variety of software.
- Correspond with internal and external customers ensuring accuracy and consistency.

Discover more about the role of [Assessment Administrator](#) and the important work they do!

These positions are included in the bargaining unit.

**Compensation:** \$55,262.00 to \$64,917.33\*

**Competition Close Date:** Sunday, May 24, 2026 @ 11:59PM (PDT)

*\*The compensation range above is based on the salary schedule outlined in the CUPE 1767 Collective Agreement. Successful candidates typically start at the minimum of the range (Step 1), with the opportunity to receive an increment after 12 months of service.*

**What you bring to the team**

**Education**

- Completion of Grade 12 (High School Diploma).
- Post-secondary business courses and training in computer software and hardware would be an asset.

**Experience**

- Two years administrative experience or equivalent.



## **Why you'll love it here**

We are proud to be recognized as one of [BC's Top Employers!](#) We offer competitive [benefits](#) for our employees:

- Work-life balance – 35-hour work weeks and flexible work schedules.
- Public Service Pension Plan – one of the best in Canada, allowing you to plan for your future.
- Health and Wellness - generous extended health and dental benefits through Pacific Blue Cross and an Employee Assistance Program to help support our employees overall well-being.
- Employee Discounts – access to the [discount store](#) for discounts on hotel stays, technology and a bus pass through the BC Transit ProPASS program.
- Career development – we want you to grow and learn with us! We provide ongoing learning, leadership development and career development scholarship program.

At BC Assessment, we believe that a strong and healthy culture creates an environment for our people to thrive, and that it delivers value and performance to the people of British Columbia. Our [values](#) include:

- We are here for each other
- We own our experience
- We are one team
- We are dedicated learners

## **Our commitment to you**

We are committed to ensuring that reasonable accommodations are made available to everyone and not limited to those with any abilities or disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodations upon request. If you require assistance or an accommodation, please [contact us](#).

We acknowledge that many people have fluctuating access needs and that submitting job applications can be difficult. If there is anything in this job posting that is confusing or unclear, please let us know. We are happy to provide alternate forms to submit your application or respond to other access needs.

One of BC Assessment's core values is that we are here for each other. We build relationships based on genuine support and care. We respect each other as individuals with different identities, experiences and views. We are committed to recruiting, developing, and supporting the success of a diverse workforce that reflects the communities we serve. We welcome applications from all individuals, including (but not limited to) Indigenous Peoples, racialized people, persons with disabilities, and people with diverse sexual orientations, gender identities, or expressions, members of underrepresented groups and other intersectional identities.



### **What else you should know**

- Please complete the full application for this position, including your education, certifications and experience that are relevant to and/or required per the stated qualifications. **If you are an internal employee, please ensure that your employee profile contains your relevant education and experience.**
- Upload your resume and cover letter; once you submit your application, you will not be able to add documents.
- If a questionnaire is present, please complete it fully. Responses may be used to shortlist candidates against the stated job requirements.
- All BC Assessment employees must live in British Columbia. If you do not currently reside in, or live within commuting distance of the location(s) of the position to which you are applying, please make clear your relocation intentions as part of your cover letter.

### **What's next**

- Pre-employment assessments to be sent out the week of June 1st.
- Interviews are scheduled for the week of June 15th.
- An eligibility list for future vacancies may be established.
- Offers of employment are conditional upon a satisfactory Background Check, two satisfactory reference checks and proof of qualifications and/or supporting documentation (e.g. copies of certificates, diplomas, degrees, driver's license).

**Apply today:** <https://bcassessment.wd10.myworkdayjobs.com/BCA>