



Data Collector

BC Assessment is currently looking for **permanent Data Collectors** in multiple locations across BC! If you are looking to begin or grow your career within property assessment, 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 15 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 attention to detail, who can interpret and record data effectively. Ideally, you have strong skills in both written and verbal communications, and provide stellar customer service. Understanding virtual collaboration tools and computer applications is important, as well as the ability to work effectively within a team and take direction well. Our preferred candidate holds a valid BC Driver's license and is excited about exploring new areas within BC.



What you'll get to do

Roll Preparation and Defence:

- Perform inspections on new properties or changes to existing properties, collect and input property information into database.
- Check document accuracy, analyze and update home documentation, respond to inquiries.
- Receive building plan/sketches, track and enter incoming responses received, assist and support the appeal process.
- Perform area calculations from building plans or aerial photos using dot grids or area calculation software.

General Administration:

- Mail distribution and preparation, reconcile invoices, and track property documentation.
- Maintain a multi-user electronic filing system by filing, storing and/or retrieving a variety of documents; archives and disposes of documents.
- Update address changes, filing, use different software's to format and keyboard documentation.
- Develop and format spreadsheets, graphs, charts, forms and PDFs.
- Contribute to administrative improvements and changes.

Quality Assurance:

- Verify ownership information and data, review and verify accuracy of vendor or property information.

Customer Service and Other Duties:

- Answer or refer questions, aid clients with the completion of forms and applications by explaining and instructing clients with various programs, receives and tracks enquires from property owners, functions as a front-line customer service representative to property owners and others.
- Conduct routine internal data audits; review and correct coding or data errors.

A valid BC Driver's license is required for this role. This critical role may involve travel of up to 6-12 weeks per year, depending on location.

Discover more about the role of [Data Collector](#) 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).
- Possess a valid BC Driver's License (Class 5 or 7).
- Post-secondary business courses and training in computer software and hardware would be an asset.
- Courses such as building construction, assessment/appraisal, surveying, AutoCAD and/or engineering, or other related disciplines would be an asset.

Experience

- Some experience in building construction, drafting, estimating, real estate, AutoCAD or other allied field is would be an asset.
- Relevant customer service experience would be an asset.
- Clerical experience would be an asset.

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, hybrid work options 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/en-US/BCA/details/Data-Collector--Northern-BC- R-1063>