

## EXECUTIVE ASSISTANT

The City of Campbell River is seeking an **Executive Assistant**.

**Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching

**The role** – Reporting to the Chief Administrative Officer (CAO), you will perform a wide variety of confidential and relatively complex administrative duties at a senior level, act as the primary point of contact to the offices of the CAO, The Mayor, and the elected Councillors, and will be responsible for the effective and efficient administration of day-to-day operations in these offices. You will provide an effective and reliable communication link between all Division, municipal employees, senior government officials, members of the public, the business community, and special interest groups.

### Our ideal candidate will have

- Undergraduate degree or diploma in Public/Business Administration or related field
- Four (4) years' experience working in an executive administrative support role within the last seven (7) years.
- Valid BC Drivers' Licence
- Media Training, preferred

This exempt position offers a current salary range of **\$75,300 to \$83,628** commensurate with qualifications and experience, as well as an attractive benefit and vacation package, including Flexible Work Arrangements.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit [www.campbellriver.ca/employment](http://www.campbellriver.ca/employment).

**This posting closes on Sunday, August 20, 2023.**

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Please send your resume with covering letter, quoting **Competition EXT-23-68** to:



Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

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We thank all applicants, however, only those selected for interviews will be contacted.