

## ADMINISTRATIVE ASSISTANT (Recreation and Culture Department)

The City of Campbell River is seeking a **part time Administrative Assistant** to join their Recreation and Culture team.

***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 Recreation and Culture Operations Supervisor, and taking direction from the Administrative Assistant II, working independently on most assignments perform a wide variety of administrative duties and provide support to all administrative functions with the Recreation and Culture department.

**Our ideal candidate will have:**

- Grade 12
- Minimum 3 years clerical work experience
- Cash Handling experience

The rate of pay for this permanent, part-time, CUPE bargaining unit position is **\$30.46 per hour** based on a 20-hour work week and includes a comprehensive benefits package.

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-23-57** 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.