

Administrative Assistant – Permanent Full-time

Job Posting: Administrative Assistant

Organization: Village of Lions Bay

Position: Administrative Assistant

Location: Lions Bay, BC

About Us: At the Village of Lions Bay, we are committed to delivering first-class service and services to our community. We strive for excellence in everything we do, and we seek individuals who share our passion for providing exceptional service and contributing to our exceptional team.

Position Summary: We are currently seeking a dynamic and motivated individual to join our team as an Administrative Assistant. This position is responsible for all aspects of day-to-day customer service in the office and serves as the primary interface between the Municipality and the public. This role is responsible for providing administrative and clerical support to the organization by performing a wide variety of clerical functions such as word processing, file management, supporting accounting, and supporting agenda preparation and recording and the production of minutes.

Key Responsibilities:

- Prepare, maintain, and update a variety of records, files, reports, and systems data.
- Process customer service requests, permits, Property Tax, and Utility payments.
- Manage and provide information to internal and external clients.
- Perform general office duties such as written correspondence, working with spreadsheets, data collection, and analysis.
- Provide information on bylaws, and regulations to staff and the public.
- Post, maintain, summarize, and balance elementary detailed records.
- Receive and process a variety of payments.

Qualifications:

- Completion of Grade 12, preferably supplemented by or including post-secondary office administration or related education.
- Three (3) years of relevant experience, preferably in a unionized, local government environment.
- Proficiency in utilizing Microsoft Office suite.
- Skill with basic financial transactions, balancing deposits, and cash receipting.

Union: CUPE Local 389
Position Status: Permanent, Full-time
Hours of Work: 40 hours per week
Rate of Pay: \$30.94 per hour (2021 Rate)
Closing Date: April 2, 2024, at 4:00 PM



For a more detailed job description, visit our website at:

<https://www.lionsbay.ca/government/employment-contract-opportunities/employment-opportunities>

Interested candidates are invited to submit a cover letter and resume, in confidence, electronically to **Ross Blackwell, CAO** at office@lionsbay.ca

We thank all applicants for their interest. Please note that only those selected for an interview will be contacted.

The Village of Lions Bay is an equal-opportunity employer. We are committed to diversity and inclusion in the workplace and encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.