



**DISTRICT OF SAANICH
FIRE DEPARTMENT
EMERGENCY PROGRAM DIVISION**

**EMERGENCY PROGRAM SECRETARY
Permanent Full Time Position**

If you are customer service driven and enjoy working in an office environment, the District of Saanich has an opportunity for you. The Saanich Fire Department is seeking an Emergency Program Secretary to provide secretarial support to the Emergency Program and Fire Department. Clerical duties include: typing letters and reports, inputting data into databases, creating forms, brochures, newsletters, spreadsheets and providing secretarial support for meetings.

This position is also responsible for providing information on emergency preparedness procedures and plans and departmental policies and procedures to external and internal contacts. The successful candidate will attend and assist at emergency preparedness activities and training sessions, interacting with the public and working with volunteers, as required including some outside of the regular work day, in evenings and weekends.

The ideal candidate is detail oriented and thrives in an environment where multitasking is essential. Candidates must have excellent communication skills and the ability to build positive relationships. A strong customer focus, flexibility and a proven aptitude to learn new skills are equally important.

Requirements include: Grade 12 or equivalent, supplemented by one year post-secondary courses in business administration including courses in or equivalent working knowledge of MS Office Suite, databases, email and internet applications; two years office experience performing responsible secretarial and clerical duties related to the work including supporting the work of volunteers; the ability to edit correspondence and a valid Class 5 BC Driver's Licence. The successful candidate must be willing and able to work and attend functions outside of the structured work schedule when required and undertake training applicable to the work performed.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour and an excellent benefit package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on THURSDAY, June 6, 2024 quoting competition 24144 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.

Applying from out of town? Take a look at what Saanich has to offer!
bit.ly/NaturalSaanich