



PERMANENT FULL-TIME ADMINISTRATIVE COORDINATOR - ALLOCATIONS

(Competition 24-122)

Position Overview

The City of Nanaimo is seeking a permanent full-time Administrative Coordinator - Allocations. Under the general supervision of the Manager, Recreation Services, this position performs the regular duties of an Allocation Clerk in addition to providing administrative support and supervision to the Recreation and Culture facility allocations group.

Qualifications

Applicants must have a minimum 6 month Office Administration training program from a recognized educational institution (e.g. VIU or Sprott Shaw), and a minimum 2 years' related allocation clerk experience, including 1 year related supervisory experience.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. The hourly wage is \$38.03, increasing to \$40.03 upon successful completion of probation (Jan 2024 Rates).

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 24-122 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Thursday, November 7, 2024

Application Deadline

Thursday, November 28, 2024
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
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