



## PLANNING & DEVELOPMENT ADMINISTRATIVE ASSISTANT

Temporary Full Time

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

We are currently seeking a committed administrative professional to join the Coquitlam team in this newly developed position of Planning & Development Administrative Assistant. This position will apply their knowledge of Planning and Development departmental processes to perform senior level administrative duties. If you have demonstrated problem-solving and organizational skills and want to apply this within a progressive municipal environment, we would like to hear from you!

The Planning & Development Administrative Assistant will be responsible for coordinating the training, orientation and onboarding for all new employees in the department to ensure a seamless transition into the organization and that all requirements are met. They will also provide complex clerical support to senior managers and technical staff as needed. Working as part of an innovative team, the incumbent can look forward to using their and creativity to recommend and implement procedural efficiencies and improvements for the department. Experience reviewing and proof-reading reports to Council would be an asset, and the ability to establish effective working relationships with other employees will be key to this position's success. The successful candidate must be comfortable working under minimal supervision and will possess the ability to exercise independent judgment in the role.

### Qualifications

Our ideal candidate will possess exceptional communication and customer-service skills and have prior experience in a similar role, preferably within a Planning & Development department. Completion of grade 12 education is required, and supplementary commercial business coursework would be considered an asset. Knowledge and experience using Microsoft Office suite products is required, as well as some experience working with intranet platforms, spreadsheets, scheduling software, and CEDMS (record keeping software).

### What We Offer:

This CUPE position has an hourly rate range of \$31.97 - \$37.56 per hour (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on November 26, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*