

## **Branch Assistant - Financial Services**

### **Full-time term (35 hours per week)**

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at [www.comoxvalleyrd.ca/about/careers/work-cvrd](http://www.comoxvalleyrd.ca/about/careers/work-cvrd)

We are accepting applications for a full-time term Branch Assistant – Financial Services. The term duration will end on November 21, 2025, or upon the return of the incumbent. Reporting to the Chief Financial Officer (CFO), the primary responsibilities of this role include:

- Providing administrative support to all managers and staff within the branch;
- Requesting agenda items, preparing agendas, taking meeting minutes and arranging meeting logistics;
- Scheduling, providing links, hosting and technical support for online meetings/webinars;
- Drafting correspondence such as reports, briefing notes and contracts, including spreadsheets, charts and graphs;
- Responding to enquiries of a general nature over the phone or in person, and referring more complex or unusual enquiries to appropriate staff for response;
- Acting as the SharePoint administrator for non-confidential sites for the branch;
- Researching, preparing and processing forms, reports, notices, media releases, correspondence, advertisements and other documents and materials relating to branch programs and processes;
- Performing various administrative duties related to the processing and maintenance of requests for proposal, contracts and agreements and freedom of information requests;
- Maintaining management reports and project tracking systems, and supporting staff to ensure deadlines are met;
- Maintaining various files, databases and spreadsheets, updating relevant resource materials for the branch, and archiving files on a pre-scheduled basis;

- Providing information to a wide variety of internal and external contacts and relating appropriately with community leaders including elected officials, external officials and representatives of outside organizations;
- Updating and publishing content as needed to both the intranet and external website;
- Assisting the CFO in maintaining the business continuity plans for the branch;
- Providing back-up administrative support to other branches as needed.

Our ideal candidate is:

- A strong communicator with a collaborative approach, including the ability to relate effectively with internal and external contacts;
- Accurate and efficient with strong research and writing skills;
- Courteous and tactful, with strong customer service skills and the ability to effectively respond to complaints when required;
- Experienced in providing administrative support to a department with over one, up to two years of directly related experience, preferably in local government;
- Educated in office administration, including an office administration course of six months to one year in duration at the post-secondary level following high school graduation (an equivalent combination of education and experience may be considered);
- Knowledgeable in the practices and processes involved in local government office administration (additional education in local government is preferred);
- An advanced user of Microsoft Office Suite, with emphasis on presentations and word processing;
- Comfortable using Adobe Acrobat, Explorer, SharePoint applications for information retrieval and document sharing;
- Able to retrieve information using land use and financial software applications (ie. iCity).

This is a CUPE Local 556 position with a current wage rate of \$33.42 per hour. To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

Applications for this position will be accepted until 3:00 pm on January 23, 2025.

We appreciate all applications; however, only short-listed candidates will be contacted. Shortlisted candidates will be contacted in a timely manner to arrange an interview; either virtual or in-person.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*