

# AUXILIARY ADMINISTRATIVE ASSISTANT

**Naturally, Campbell River** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

Workplace culture is important to the Recreation Department - we are looking for people to join us, who embrace our core values of communication, integrity, kindness, respect, and teamwork.

**The role:** Auxiliary Administrative Assistants perform a wide variety of general administrative and clerical duties in support of departments citywide. Duties include but are not limited to:

- Provide courteous and professional front line service to customers in person, by phone or email.
- Prepare, process, edit, format, and maintain a variety of departmental documents, publications, reports, records, and files, both manually and electronically.
- Receive and reconcile financial transactions.
- Enter data using a variety of computer programs and databases.
- Process all incoming and outgoing mail.
- Research and prepare routine correspondence.
- Other duties that may be assigned.

**What we offer:** The rate of pay for this CUPE bargaining unit position is **\$33.60** per hour, plus **12%** in lieu of benefits.

**Our ideal candidate will have:**

- Minimum Grade 12 supplemented with courses/training in business, accounting, or office administration.
- Minimum of three (3) years of current office administration experience.
- Proficient administrative skills including composing and preparing correspondence.
- Proficiency with MS Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Working knowledge and experience working with social media (Facebook, Instagram, etc.).
- Experience processing, balancing, and reconciling financial transactions.
- Strong organizational skills with the ability to adapt to changing situations.
- Exceptional communication, interpersonal, and customer service skills, with a positive and enthusiastic outlook.

Qualified candidates will be required to undergo testing for Intermediate Word, Basic Excel, and Office Administration skills.

Work is assigned on a as needed basis, with no guarantee of hours. When called in or scheduled for work, hours may be between 8:00am and 9:30pm, Monday through Friday and between 8:00am and 6:00pm Saturday and Sunday depending on the department and assignment.

**Posting closing date: April 7, 2025**

**Posting #: 25-041**

***Please apply using the 'Apply Now' link below. Resumes are no longer accepted through the careers email.***

**When you apply:**

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

**Questions about this position?** Email [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

