

DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 14 hours/week	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + 12% in lieu of benefits

We are looking for a proactive and detail-oriented administrative professional to join the Office of the Chief Administrative Officer as an Office Assistant. In this key role, you will:

- Providing information and assistance to a variety of internal and external contacts
- Typing a variety of confidential and non-confidential material
- Supporting meetings and events, planning catering, preparing reimbursements to attendees
- Update website content, e.g., meeting agenda and minutes
- Coordinating requests and responding to enquiries from the public
- Managing invitations and contact lists
- Maintaining confidentiality and records
- Other related duties

**If you have the following characteristics and qualifications, we want to hear from you!**

- You have completion of Grade 12 including or supplemented by courses in office administration plus sound related experience or an equivalent combination of training and experience acceptable to the employer
- You have experience supporting meetings and events
- You have sound knowledge of business English, spelling, arithmetic, and good vocabulary for review and preparation routine correspondence
- You have some knowledge of relevant municipal policies and practices
- You have excellent customer service and problem solving skills
- You have the ability to effectively work under pressure at times
- You have the ability to process confidential matters and materials; maintain effective working relationships with contacts, and supply information
- You have advanced skills in Microsoft Office Suite, including Excel, Word, Outlook, and Teams, Adobe Acrobat, and other systems related to the work

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by June 25, 2025.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.  
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*