

# ADMINISTRATIVE ASSISTANT

## Economic Development & Indigenous Relations

### 12 Month – Long Term Auxiliary

**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.

**The role:** Reporting to and taking direction from the Economic Development and Tourism Manager, the Administrative Assistant, working independently on most assignments, performs a wide variety of administrative duties and provides support on all administrative functions associated with the Economic Development and Indigenous Relations department.

**What we offer:** The rate of pay for this CUPE bargaining unit position is **\$33.60** per hour, based on a 35-hour work week. We offer a **comprehensive benefits package**, which includes paid vacation, extended health and dental coverage, life insurance, and short-term disability coverage.

**Our ideal candidate will have:**

- Grade 12 or equivalent
- Minimum three (3) years clerical work experience in an office environment
- Demonstrated proficiency with design software

**Posting closing date: August 18, 2025**

**Posting number: 25-061**

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

**Please Note:**

We will be contacting applicants who meet our requirements as applications are received, and this posting may close ahead of the official closing date if a successful candidate is identified.

**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)



[Apply Now](#)