
EMPLOYMENT OPPORTUNITY

Administrative Clerk

Organization: Village of Lions Bay

Job Type: Permanent Full-Time (CUPE Local 389)

Salary: \$30.10 per hour

Closing Date: Until Filled

About the Role

The Village of Lions Bay is seeking a customer-focused and detail-oriented Administrative Clerk to provide front-line service and administrative support across municipal departments. Reporting to the Chief Administrative Officer (or designate), this position serves as the primary point of contact for residents and supports day-to-day operations by providing accurate, timely administrative services.

Key Responsibilities

- Provide in-person, telephone, and electronic customer service
- Process payments, coordinate facility bookings, and support registrations
- Assist with building permit and application intake, including liaising with applicants and contractors
- Perform administrative functions including records management, mail handling, and service request tracking
- Support Finance through data entry and clerical functions
- Assist with website updates, social media, and municipal communications (e.g., Village Update)
- Support general office operations and meeting logistics

Note: For further details, please review the job description.

Qualifications

- Diploma or certificate in Office Administration (or related field)
- 2–3 years of relevant administrative and customer service experience
- Strong communication, organizational, and interpersonal skills
- Experience with financial data entry and office systems
- Proficiency in standard office software; communications tools an asset
- Ability to work effectively in a team environment
- Ability to successfully obtain a Police Information Check (PIC)

Working for Lions Bay

The Village offers a collaborative, team-oriented work environment in a unique Metro Vancouver community, on the Sea-to-Sky highway. This CUPE Local 389 position provides an opportunity to contribute directly to municipal service delivery in a professional and supportive setting.

How to Apply

Please submit your resume and cover letter to: **reception@lionsbay.ca**

This position is open until filled. Only those Candidates chosen for an interview will be contacted.

Visit: <https://www.lionsbay.ca/government/employment-contract-opportunities>