



Auxiliary Administrative Assistant Casual

**Campbell River Region
Campbell River**

Tuesday January 20, 2026

\$31 - \$40/ hour (\$34.69)

Company: City of Campbell River

Website: <https://smrtr.io/wJ6RH>

Industry: Public Works & Services

Remote/Camp Based Job: No

How to apply:

Visit <https://www.campbellriver.ca/government/careers/employment-opportunities> and find the link to this posting

Attachment: [Auxiliary Administrative Assistant - External Ad \(26-014\).pdf](#)

Expiry Date:

Tuesday, February 03, 2026

Details:

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 \$34.69 per hour, plus 12% in lieu of benefits. 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.

Qualifications & Experience:

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.
