

AUXILIARY ADMINISTRATIVE ASSISTANT

The City of Campbell River is seeking an experienced individual to join our **Auxiliary Administrative Assistant** casual relief pool.

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.

The successful 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.

The rate of pay for this auxiliary CUPE bargaining unit position is **\$30.46 per hour** plus 12% in lieu of benefits.

This posting will close on Thursday, October 24, 2024.

Please send your resume with covering letter, quoting **Competition EXT-24-089** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.