

# AUXILIARY ADMINISTRATIVE ASSISTANT

The City of Campbell River is seeking experienced persons to augment its Administrative Assistant relief pool. Individuals are drawn from the auxiliary pool on an ***on call as needed basis, with no guarantee of hours.***

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.

Successful candidates 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.

The current rate of pay for this CUPE position is \$29.13 per hour plus 12 % in lieu of benefits. Hours of work may be between 8:00am and 9:30pm Monday through Friday and between 8:00am and 6:00pm Saturday and Sunday.

Interested applicants are requested to send their resume AND covering letter, quoting ***AUX -21-ADMIN-Sep***, to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**Review of applications will commence immediately.  
This posting will remain open till filled**

We thank all applicants for their interest; however, only those short-listed for interviews will be contacted.