

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**. Candidates will need to be available to work a variety of day, evening and weekends shifts.

Auxiliary Administrative Assistants perform a wide variety of administrative duties in support of department's city wide. Duties include but are not limited to:

- providing efficient and professional customer service to all customers on the phone or at the front counter;
- prepare, process and maintain a variety of departmental documents, records and files;
- providing routine information and processing routine transactions;
- processing all incoming and outgoing mail;
- researching and preparing correspondence;
- other duties that may be assigned.

Successful candidates must have:

- grade 12 or an equivalency
- relevant business training
- a minimum of three (3) years of current office experience within the past seven (7) years.
- intermediate level of proficiency with Microsoft Word
- basic proficiency with Microsoft Excel.

The current rate of pay for this CUPE position is \$27.18 per hour. Hours of work will be between 8:30am and 10:00pm 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-18-ADMIN**, to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Fax: (250) 286-5760
Email: careers@campbellriver.ca

**Review of applications will commence immediately.
This posting may close with no notice.**

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