

*District of Sooke*  
*"Where the Rainforest Meets the Sea"*



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**Administrative Assistant  
(Fire Department)**

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Located on the south western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic half hour drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke is seeking a dynamic individual to join our Fire Department. The Fire Department Administrative Assistant is a full-time position reporting to the Fire Chief. This position provides front-office reception and general clerical support services to the Fire Department, including filing, data entry, and other related duties, and requires significant attention to detail and working independently in a fast-paced environment. The position requires excellent customer service skills and the ability to interact courteously and tactfully with the public.

Success in this role requires:

- Completion of Grade 12 or recognized equivalent, supplemented by post-secondary courses in office administration and/or business administration.
- Training and/or experience in office productivity software, such as email, word processing, spreadsheets, and databases.
- Minimum of 2 years' office experience (experience in a municipal office or municipal fire department office would be considered an asset).
- Must maintain a current CPR and Basic First Aid Certification.

The salary for the Fire Department Administrative Assistant is \$28.81/hour (2016 Rate) plus an excellent benefit package. This is a CUPE Local 374 position.

To view the full job description, visit the employment page of our website at [www.sooke.ca](http://www.sooke.ca)

Please submit your detailed resume and a cover letter outlining your interest and experience for this opportunity to:

Gabryel Joseph  
Director of Corporate Services  
Email: [gjoseph@sooke.ca](mailto:gjoseph@sooke.ca)

**Closing date for receipt of applications is 4:30 p.m. Thursday, September 1, 2016.**

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted. An eligibility list may be established.