



Corporate Services Assistant

Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbour, and is a scenic forty-five (45) minutes' 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.

Our team welcomes those who share values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

Reporting to the Corporate Officer, the Corporate Services Assistant provides support to the Chief Administrative Officer, the Director of Financial Services, Corporate Officer, Deputy Corporate Officer, as well as to the Mayor and Council. The Corporate Services Assistant assists the Corporate Officer and Deputy Corporate Officer in the completion of their duties and exercises considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments, some of which are confidential in nature.

This position also services other departments as needed in providing assistance in support of day-to-day departmental business process needs, including serving as front desk reception as required.

Hours of work as specified in the CUPE Collective Agreement Letter of Understanding #2. To be considered for this role, applicants should have:

- Completion of Grade 12 or recognized equivalent, supplemented by two years of post-secondary education in local government courses and/or a certificate in local government administration; or currently enrolled in local government courses.
- A minimum five (5) years' related administrative experience in a local government environment; working knowledge of legislation and records management practices applicable to the work and the operations and functions of various municipal departments.
- Experience with personal computers and computer-based applications including advanced level MS Office, SharePoint, and Databases.
- A valid Class 5 B.C. Driver's Licence.

This is a CUPE Local 374 position. The hourly rate for the Corporate Services Assistant is \$35.10, plus an excellent benefit package.

To view the full job description, please visit the employment page of our website at:

www.sooke.ca/employment.

Please indicate **2021-005 Corporate Services Assistant** in the subject of your email, and submit your detailed resume and cover letter, in pdf format, outlining your interest and experience for this opportunity to: hr-jobs@sooke.ca.

Closing date for receipt of applications is at 4:30 p.m. on Thursday, March 18, 2021.

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