



Corporate Services Assistant

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." 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 our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Corporate Services Assistant. Reporting to the Corporate Officer, the Corporate Services Assistant provides support to the Chief Administrative Officer, the Director of Corporate Services, 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 administrative 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 Local 374 and District of Sooke Collective Agreement Letter of Understanding #2.

To be considered for this role, applicants should have the following qualifications:

- A post-secondary education in local government or a certificate in local government administration, office, or business administration, or equivalent combination of experience and education.
- A minimum of five (5) years related administrative experience.
- 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 MS Office, records management application, land management application, and Databases.
- Considerable knowledge of administrative practice, procedures, and standard protocol.
- Demonstrated administrative skills and abilities including the ability to accurately transcribe minutes from complex dialogue.
- A satisfactory Police Information Check.

Additional consideration may be given to applicants with the following qualifications:

- Related work experience in local government.
- Experience with SharePoint Online, Tempest, iCompass, and Adobe Pro.

This is a CUPE Local 374 position. The 2024 rate for the Corporate Services Assistant is \$38.07/hour, plus an excellent benefit package. To view the full job description and to apply online, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on Wednesday February 14, 2024.

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