



## Executive Office Coordinator

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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 an Executive Office Coordinator. Reporting to the Chief Administrative Officer (CAO), the Executive Office Coordinator requires a detail-oriented, fast-paced professional with senior administrative experience.

The successful candidate will be naturally supportive, positive, resourceful, and solution-oriented, thriving under pressure with multiple competing priorities. The Executive Office Coordinator will take initiative to calmly and efficiently support the CAO, Mayor, and Human Resources. The ideal candidate is highly organized, capable of balancing high-level administrative and human resources responsibilities in a dynamic environment.

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

- Degree in Business Administration, Human Resources or a related discipline.
- A minimum of three (3) years' related experience as a senior level administrative professional, municipal or government experience is an asset.
- A combination of experience and education may be considered.
- A satisfactory Police Information Check.

This position is exempt from the bargaining unit. The 2024 rate for the Executive Office Coordinator is \$72,000 - \$80,000 annually, 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](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 11:59p.m. on Thursday, October 17, 2024.**

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