

## **Administrative Assistant - Recreation** **(Long Term Auxiliary – Up to 18 months or upon return of incumbent)**

The City of Campbell River is seeking a Long Term Auxiliary Administrative Assistant position to join our Recreation and Culture Department.

***Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

**The role** – As part of the Recreation and Culture team, you will perform a variety of skilled administrative and clerical duties which include, but are not limited, to:

- Provide courteous and professional front line service to customers in person, by phone or email.
- Prepare, process, edit, format, and maintain a variety of departmental documents, publications, reports, records, and files, both manually and electronically.
- Receive and reconcile financial transactions.
- Enter data using a variety of computer programs and databases.
- Process all incoming and outgoing mail. Research and prepare routine correspondence.
- Other duties that may be assigned.

**The successful candidate will have:**

- Minimum Grade 12 supplemented with courses/training in business, accounting, or office administration.
- Minimum of three (3) years of current office administration experience.
- Proficient administrative skills including composing and preparing correspondence.
- Proficiency with MS Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Working knowledge and experience working with social media (Facebook, Instagram, etc.).
- Experience processing, balancing, and reconciling financial transactions.
- Strong organizational skills with the ability to adapt to changing situations.
- Exceptional communication, interpersonal, and customer service skills, with a positive outlook.

The rate of pay for this **Long Term, Auxiliary**, CUPE bargaining unit position is \$30.46 per hour working twenty (20) hours per week. Current shift is evenings, Monday through Friday.

For more information, see the attached job description that lists the necessary qualifications for this position.

**This posting will be open until November 6, 2024**

Please send your resume with covering letter, quoting **Competition EXT-24-084** to:

**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)



Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

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We thank all applicants, however, only those selected for interviews will be contacted.

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## **ADMINISTRATIVE ASSISTANT (Recreation & Culture)**

<b>Approval Date:</b>	May 2019	<b>Department:</b>	Recreation & Culture
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<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
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<b>Title of Excluded Supervisor:</b>	Recreation & Culture Supervisor (Operations)
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### **General Accountability:**

#### **Purpose and Scope**

Reporting to the Recreation & Culture Supervisor (Operations), and taking direction from the Administrative Assistant II, the Administrative Assistant (working independently on most assignments) performs a wide variety of administrative duties and provides support to all administrative functions associated with the Recreation and Culture Department.

### **Nature and Scope of Work**

Performs a wide variety of clerical duties, including, but not limited to the following functions:

- Perform customer service duties, including responding to counter and telephone inquiries.
- Respond to general inquiries from various internal and external customers.
- Register customers for programs utilizing the recreation management software system.
- Working with internal and external customers, book facility rentals for all recreation and parks facilities using the recreation management software system.
- Scan, photocopy and electronically file documents.
- File and maintain the records management system.
- Receive and route incoming and outgoing mail.
- Receive and reconcile financial transactions.
- Prepare, process and maintain a variety of departmental documents, records and files.
- Prepare, type and issue correspondence as directed.
- Prepare agendas and take meeting minutes.
- Transcribe meeting minutes from others' notes.
- Enter data using a variety of computer programs.
- Order and maintain department office supplies.
- Update and maintain a variety of publications.
- Complete special projects as assigned.
- Other related duties as may be assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- General office procedures, composition of letters and customization of documents.
- Working knowledge of WorkSafeBC regulations and safe work procedures.

#### **Skills:**

- Good oral, listening and written skills.
- Good keyboarding/typing skills.

- Good time management and organization skills.
- Good decision-making and problem-solving skills.
- Intermediate proficiency with Microsoft Word.
- Basic proficiency with Microsoft Excel.
- General computer literacy.

**Abilities:**

- Effective and courteous interaction with the public and other departments.
- Ability to deal effectively with confrontational clients.
- Ability to remain calm during hostile or stressful situations.
- Ability to receive and reconcile financial transactions.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.
- Ability to effectively respond to a high volume of inquiries and do a multitude of tasks.
- Ability to process, check and maintain a variety of office records, files, reports, documents and related materials, as well as file and retrieve information (both manually and electronically).
- Ability to operate office equipment.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Recreation & Culture only – Ability to pass and maintain a clear Criminal Record and Vulnerability Check.

**Education:**

- Grade 12 or equivalent.

**Experience:**

- Minimum three (3) years clerical work experience.

**Preferred Criteria (for external postings)**

- Previous experience working with “Perfect Mind” or similar recreation management software program.
- Cash handling experience.
- Working knowledge of social media (Facebook, Instagram).

**Unusual Working Conditions**

- This is a fast-paced working environment.
- The full-time administrative assistant position will back fill the administrative assistant II position on an as-needed basis