



## **TOWN OF SIDNEY**

### **Administrative Assistant - Sidney Fire Department (Temporary, Full-Time)**

This is a temporary, full-time Union position responsible for carrying out administrative duties for the Sidney Fire Department. A certificate in Office Administration and a minimum of 3 years related experience is required. Training in the field of public safety and emergency management is an asset. A detailed job description is available at [www.sidney.ca](http://www.sidney.ca). This is a one-year term position (approx. January 2019 to February 2020) with a salary of \$26.68/hr plus 14% in lieu of benefits.

Submit resume, with cover letter, outlining qualifications and experience to: Town of Sidney, Competition #2018-U12, 2440 Sidney Avenue, Sidney, BC, V8L 1Y7, Fax: 250-656-7056 or email: [careers@sidney.ca](mailto:careers@sidney.ca) by **4:00 pm, Monday, December 17, 2018.**

*Thank you for your interest, however only those invited for an interview will be contacted.*