



TOWN OF SIDNEY

Administrative Assistant - Development Services

This position is responsible for administrative duties in the Development Services Department, which include: processing and monitoring a variety of permits, licenses and other applications for the Department; updating the Town's land database system; preparing a variety of correspondence and legal documents; and providing front line customer service. This position requires excellent customer services skills and sound knowledge of applicable municipal procedures and bylaws. Applicants must have completed an Office Administration Certificate or other related courses and have a minimum of 3 years related experience, preferably in a municipal environment. A detailed job description is available at www.sidney.ca.

This is a temporary (6 months), full-time Union position with a salary of \$29.22/hr plus 14% in lieu of benefits. This position has the potential to be extended a further 6 months.

Submit resume with cover letter by **4:00pm, Friday, August 20, 2021** to: Town of Sidney, Competition **#2021-U18**, 2440 Sidney Avenue, Sidney, BC, V8L 1Y7, fax: 250-656-7056, email: careers@sidney.ca.

We appreciate all submissions, however only candidates invited for an interview will be contacted