



TOWN OF SIDNEY

Administrative Assistant - Engineering, Parks & Works

This position is responsible for administrative duties in the Engineering, Parks & Works Department, which include: processing and monitoring a variety of permits; issuing Work Orders and processing Calls for Service inquiries; preparing a variety of correspondence, including agendas and minutes for the safety committee; and providing front line customer service. This position requires strong organizational skills, 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 regular, full-time Union position with a salary of \$29.22-\$31.78/hr, plus comprehensive benefits package.

Submit resume with cover letter by **4:00pm, Wednesday, September 29, 2021** to: Town of Sidney, Competition **#2021-U20**, 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