The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of almost 12,000. The Town provides a high energy, creative and collegial work environment that supports balanced professional and personal activities.

In the Administration Department, the Executive Assistant is the primary liaison to the Mayor and CAO and will be responsible for: scheduling meetings; arranging travel arrangements; preparing various correspondence; preparing agendas and minutes for Committee meetings (outside regular office hours); planning and organizing municipal events and celebrations; overseeing special functions and projects; and handling public inquiries and incoming mail for the Department. Excellent communication skills and the ability to exercise sound judgement, discretion and maintain confidentiality is essential. Applicants require completion of an office administration program, plus 5 years of general office administration experience with 2 years in a senior level role, preferably in a local government environment. A detailed job description is available on the Town’s website at www.sidney.ca.

This is a permanent, full-time exempt position with a competitive salary and benefits package.

Submit resume, with cover letter to the attention: Competition #2021-E01, Town of Sidney, 2440 Sidney Avenue, Sidney, BC, V8L 1Y7 Fax: 250-656-7056 or email: careers@sidney.ca by 4:00 pm, Monday, June 28, 2021.

We thank all applicants for their interest, however, only those short listed for interviews will be contacted.