



Position Title: Administrative Assistant (auxiliary)

Competition #2026-U17

Number of Positions: 1

Term: approximately 4 months with the possibility of extension (anticipated to end April 2, 2027)

Schedule: Up to 21 hours/week however schedule is flexible based on the selected candidate's availability

Location: onsite/at Town Hall

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

The Town invites those who share our values of ***Excellence in Public Service*** and ***Teamwork*** to apply for this amazing auxiliary opportunity.

Reporting to the Director of Development Services, the auxiliary Administrative Assistant will be responsible for a range of administrative tasks to ensure the efficient operation of the department. This role requires someone who is detail-oriented with excellent organizational skills, the ability to manage multiple priorities, and a proactive approach to administrative support.

The main responsibilities are:

- Provide general administrative support to the Development Services team
- Digitize physical documents and plans by scanning and organizing files into electronic formats
- Maintain and update filing systems (physical and digital)
- Prepare and complete property information requests
- Assist with document preparation, data entry, and correspondence
- Perform other administrative duties as assigned

To be considered for this position, applicants should have the following qualifications:

- Completion of Grade 12
- Minimum of 2 years general office experience, preferably in an administrative or office support role in a municipal environment
- Strong attention to detail and organizational skills
- Comfortable working with both physical and digital filing systems
- Proficient with Microsoft Office Suite (Word, Excel, Outlook) and scanning tools
- Ability to work independently and manage time effectively
- Strong written and verbal communication skills
- Experience in dealing with the public

Legal ability to work in Canada is a requirement of this position.

This is an auxiliary CUPE Local 374 position with a 2026 wage of \$31.29/hour plus 14% in lieu of benefits. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. All requests are received in confidence by Human Resources.

Proof of education, qualifications, and any other job bona fide requirements will be required prior to start date

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2026-U17 Administrative Assistant**, to careers@sidney.ca.

The closing date for receipt of applications is 9:00 am on Tuesday, October 13, 2026.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.