



**CITY OF COLWOOD
INTERNAL / EXTERNAL POSTING
TERM POSITION – Approximately 8 MONTHS
Administrative Assistant II - Receptionist**

The City of Colwood invites applications from qualified individuals with outstanding customer service and clerical skills to join the Administration Department in this temporary assignment consisting of approximately eight months of full-time employment in the position of Administrative Assistant II – Receptionist.

Reporting to the Director of Administration, the incumbent will take direction from the Administrative Assistant IV providing support to the Administration Department. The position includes a wide variety of duties ranging from complex and confidential to routine, all of which contribute to the efficient and professional operation of the department. The incumbent must be able to take direction and work in a supportive and collaborative way as part of a team that provides administrative support to other Departments as well.

The Administrative Assistant II – Receptionist is often the public’s “first impression” of the City so the successful incumbent must be capable of providing excellent customer service, including: welcoming visitors; managing a busy switchboard; handling and redirecting front counter enquiries; and processing mail. The position requires the ability to perform a variety of procedures that require careful attention to details, and includes responsibility for accepting and accurately processing payments, issuing receipts, managing a cash float (physical retrieval/storage and safeguarding) and balancing cash daily (except during property tax season).

We are looking for an *experienced* team player with a flexible, positive and accomplished work ethic. Essential qualities include great interpersonal skills, exceptional computer skills, organizational talent, effective communication and administrative skills, and the ability to follow direction. An interest in learning new things is highly valued and welcome skillsets include experience in: drafting correspondence; preparing electronic agendas; taking and transcribing minutes (which may include attendance at evening meetings for that purpose); records management; and processing property tax payments.

To be considered for this position, you must provide a cover letter with your application confirming that you have:

- A minimum of 1 (one) year of clerical/office experience, preferably in a municipal government office;
- Proficiency in modern office practices and modern productivity software (specifically Word, Excel, Outlook);
- A word processing speed of 50 wpm with high accuracy;
- Switchboard and excellent customer service skills performed in an office environment;
- Cashiering experience, including accurate processing of cash and electronic payments (visa/debit) and balancing cash;
- The ability to accurately take and transcribe meeting minutes; and
- Completion of Grade 12.

This is a temporary full-time **UNION POSITION** for a period of approximately eight (8) months. The terms and conditions of employment are in accordance with the CUPE Local 374 Collective Agreement. The successful applicant will receive 14% of gross earnings in lieu of benefits pursuant to the CUPE 374 Collective Agreement. Internal applicants already on benefits would remain as such.

Applications will be accepted until 4:30 p.m. on Tuesday, April 18, 2017. Using the subject line Temporary AAIL-Receptionist, please submit your resume and cover letter, in confidence, to: Marcy Lalande, City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, or email to mlalande@colwood.ca. If you do not receive confirmation that your email was received, the City did not receive it. Please try again or call 250-478-5999 – Local 126. A job description is available on the City’s website, www.colwood.ca or by contacting City Hall.

The City of Colwood is committed to employment equity and considers all applications based on individual merit.

Only those applicants selected for an interview will be contacted.

Pat VanBuskirk, CMC
Director of Administration

This posting is open to all Colwood employees. It will be posted at Colwood City Hall, West Shore RCMP Detachment, Colwood Fire Department, and the Public Works Office for a period of 8 working days starting Wednesday, April 5, 2017 and ending Tuesday, April 18, 2017 at 4:30 p.m.