

SECRETARY, PLANNING
(Full Time - Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End, including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We invite applications from candidates with the proven skills, qualifications and abilities for the position of Secretary, Planning on a Full Time Temporary basis, until the return of the incumbent. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability with one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

This is an opportunity for a highly motivated individual to provide administrative, reception and clerical support of considerable complexity and diversity for the Planning Department. The successful candidate will be responsible for a variety of administrative services which includes but is not limited to: typing and data entry, file management and document preparation/workflow. Deployment to other duties may be required from time to time.

Required Skills, Qualifications and Abilities:

1. Completion of Grade 12.
2. Formal secretarial or office administration training from a recognized program, together with a minimum of five (5) years' experience.
3. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
4. Advanced level skills in Microsoft Office Programs as well as demonstrable skills working with specialised computer and database programs.
5. Demonstrable keyboard skills, with a minimum speed of 60 wpm. Proof of typing speed or assessment results from the last 24 months must be included with your application. If you require information on where to obtain a typing/keyboarding speed test, please contact yourhr@northcowichan.ca.
6. Demonstrable organizational ability and proficiency in file management, record keeping, statistics management and use of business machines and operate office equipment.
7. Demonstrable ability to adapt quickly in accepting or initiating, and effectively prioritizing and accurately completing multiple tasks in a multi-faceted environment.
8. Strong customer service, communication and interpersonal skills with the ability to effectively assist members of the public with enquiries.
9. Independence of judgment, and capability of working under minimal supervision.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position. Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Tuesday, October 19, 2021