

Career Opportunity

Casual Administrative Assistant – Municipal Services/Civic Works

BASIS: ON-CALL | CLOSING DATE: OPEN UNTIL FILLED

Responsible for providing casual administrative support at Civic Works on an as needed basis to either the Municipal Services department or the Civic Works division, to ensure the effective and efficient operation of the department.

The City is also recruiting for a Casual Administrative Assistant – City Hall and qualified candidates are invited to apply to both positions.

Key Responsibilities

Reporting to the Director of Municipal Services or designate, this position is the first point of contact for the department and is responsible for supporting administrative processes, answering telephones, processing incoming and outgoing mail, supporting management and staff ensuring consistency with established procedures and processes. This position may also collaborate with Administrative Assistants in other departments to ensure consistency, sharing of information, and opportunities for efficiencies.

Qualifications

The successful candidate will have a post-secondary diploma in Office Administration, Business Administration, or a related field. They will also have a minimum of 1 year of administrative experience, preferably in a public sector or unionized environment.

This position is a CUPE Local 2262 position with an attractive hourly rate of \$36.32 (2025 rate) plus 10% in lieu of benefits. Please visit our website at www.castlegar.ca/careers for a full job description and information about our community.

Qualified applicants are invited to submit their detailed resume via email to hr@castlegar.ca with the subject line Casual Administrative Assistant – Municipal Services/Civic Works position.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

Applicants must be eligible to work in Canada.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Ponds, Sculpturewalk, and an ongoing refresh of Columbia Avenue, our main artery. The City of Castlegar is growing and we're looking for the perfect person to get in on the action.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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