

JOB POSTING

POSITION:	Administration Clerk, Operations – Full-Time, Permanent
DEPARTMENT:	Operations (<i>Parks & Public Works</i>)
RATE OF PAY:	\$31.64 per hour, 40 hours/week (<i>Less 10% during probationary Period, Plus benefits</i>)
HOURS OF WORK:	Monday – Friday, 8:00 AM to 4:30 PM
POSTING DATE:	May 27, 2025
CLOSING DATE:	June 10, 2025
POSITION START DATE:	Immediately

JOB SUMMARY

Reporting to the Manager of Operations this position provides support for the District of Ucluelet engineering and operations department. This permanent, full-time position performs a variety of receptionist, clerical, and administration duties in support of the operations department of the District of Ucluelet.

Principal Responsibilities:

- Perform administrative duties including clerical and staff support, proofreading documents, filing, photocopying, and processing mail.
- Assists with the preparation of documents and correspondence pertaining to District of Ucluelet Operations.
- Responsible to support the daily Parks and Public Works operations including customer enquiries, answering incoming calls, processing complaints, and providing general information to the public.
- Assists with basic research and data analysis as assigned.
- Participates in special projects as assigned.
- Perform clerical tasks, such as keyboarding, proof-reading, meeting minute taking, logging data, delivering messages, arranging catering, and running errands and drafting routine correspondence, letters, memos, and reports as required.
- Maintaining office supplies and ordering materials, supplies and inventory as necessary.
- Receive, process, distribute incoming mail, emails, and municipal applications as well as couriered envelopes, packages, and other deliveries; regularly collect, process, and send outgoing mail, courier envelopes and packages.
- Assist with records management and the safekeeping of archival records, including file creation.
- Schedules and attends meetings, and takes minutes as needed.
- Provides assist to municipal departments as required.
- Answer phones, communicates with the public, and documents service requests.
- Performs other related duties as required.

Required Knowledge, Skills, and Abilities:

- Performs duties with courtesy, tact, and diplomacy.
- Provides courteous and diplomatic customer service.
- Maintains pleasant disposition under pressure.
- Thrives in a team environment.
- Demonstrable ability to follow office procedures, using functional terminology, business English, and punctuation.
- Prioritizes assigned tasks and delivers responsibilities within established timelines.
- Displays strong organization skills.
- Strong work ethic.
- Must be adaptive, and flexible.
- Ability to communicate effectively and diplomatically with members of the community, as well as staff members.

Education, Work Experience, Required Qualifications:

- Completion of Grade 12 or equivalent training.
- Completion of a Post-Secondary Diploma or Certificate in Office Administration (*Equivalent combination of training, education and experience in an administrative environment will be considered*).
- Proficiency using MS Word, Excel, Outlook.
- Working knowledge of Zoom, Teams and other video conferencing platforms.
- Minimum two years experience in an office environment.
- Valid Class BC driver's licence.
- *The successful applicant will be required to provide criminal record clearance as a condition of employment.*

Working Conditions:

- Office environment.
- Sitting for long periods of time.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.