



## **DISTRICT OF PEACHLAND Administrative Assistant**

The District of Peachland is a growing, vibrant community of approximately 5,800 located on the beautiful Okanagan Lake between Kelowna and Penticton.

We are seeking an Administrative Assistant to provide administrative support to all departments within the organization and perform a variety of administrative, clerical and basic accounting functions.

Reporting to the Director of Corporate Services, the ideal candidate will be responsible for the day-to-day administrative coordination of various departments, specifically the Operations Department and the Fire Department within the District of Peachland

### **Key Job Duties Include:**

- Receive and respond verbally and in writing to questions, inquiries and requests.
- Employ the full functionality of the Microsoft Office Suite (Word, Excel, Power Point and Publisher) to design, format, draft, edit and produce a variety of documents.
- Perform research for statistical analysis or information gathering/compiling.
- Processing and distribution of mail.
- Operate the Districts switchboard and coordinate the internal telephone system operations and maintenance.
- Provide updated public information, advisory notices and manage data on the District website.
- Maintain inventory and order supplies.
- Maintain and control official records in coordination with Corporate Services.
- Operate a variety of office equipment and computer technologies.
- Coordination of District Alarm Systems.

### **Operations Department Specific Working Function:**

- Field and respond to requests/complaints from external sources.
- Maintain database / maintenance management software to ensure completion.
- Provide a variety of information to the staff and community via phone, email, advertising and website postings.
- Maintain updated utility data records.
- Maintain fleet fuel use records.
- Function as municipal contact for requesting service on BC Hydro street lighting.
- Maintain updated information and coordinate with outside staff regarding bench/table requirements, locations, etc.

### **Fire Department Specific Working Functions:**

- Organize and coordinate attendance for District staff as well as POC Members to attend training.
- Prepare and complete Fire Department related website updates.
- Prepare and publish fire department related advertising.
- Travel required for daily errands and training.
- Recruitment support.
- Coding invoices, purchase supplies and validate packing slips/invoices, determine fees to charge from fees schedule, run reports to compile data.
- Data entry to submit for Paid on Call firefighter's payroll.
- Coordinate scheduling of crews during large scale incidents
- Liaison between several groups to create tasks/claim forms for EMBC and major Fire Department related incidents.

- Files produced for regional and provincial deployment both to and from District of Peachland.
- Attend and support shift coverage in the Regional Emergency Operations Centre and prepare EOC timesheets for District Staff.

**Qualifications:**

- Certificate or Diploma in an administrative related field, or equivalent combination of education and experience.
- Minimum of 2 years' experience in a related position. Preference will be given to candidates with experience in a municipal setting.
- Advanced knowledge of Microsoft Office Suite programs.
- Superior Customer Service and Problem-Solving skills.
- Proficient in multi-tasking with a wide variety of responsibilities.
- Excellent communication skills.
- Ability to work with tight deadlines.

This is a CUPE Local 608 position with a comprehensive benefits package and a rate of \$32.58 per hour.

The closing date for this position is January 6<sup>th</sup>, 2023 by 4:00 p.m. Applications for available position must be received prior to the indicated closing date and time.

Please submit resume with cover letter to:

Jennifer Sawatzky  
District of Peachland  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7  
e-mail: [careers@peachland.ca](mailto:careers@peachland.ca)