



# Town of Gibsons

## Full-Time Administrative Assistant

At the Town of Gibsons, we are focused on creating the highest level of service excellence possible for our public. Our Administrative Assistants are the first point of contact for that public. Currently, we have an opening for a full-time Administrative Assistant I (37.5 hrs/week).

This unique and challenging position performs a range of duties including; responding to public enquiries both in person and on the telephone, cash handling and receipting, recording minutes for Council and Committee and providing administrative support to our Management team.

You will thrive in a fast paced environment where juggling priorities and tight deadlines are a consistent expectation. Initiative, outstanding customer service, teamwork and effective problem solving skills are the foundations of this role. You are well organized, people oriented and comfortable communicating both verbally and in writing with staff, Council and the general public in a highly professional manner.

The rate of pay for this position is currently \$25.29/hour. A full job description is available at [www.gibsons.ca/employment-opportunities](http://www.gibsons.ca/employment-opportunities).

Interested applicants should outline their abilities in writing by 4:30 p.m. Tuesday, June 13, 2017 and submit it to:

Selina Williams, Corporate Officer  
Town of Gibsons  
474 South Fletcher Road  
PO Box 340, Gibsons, BC V0N 1V0

Fax.: 604.886.9735

Email: [slwilliams@gibsons.ca](mailto:slwilliams@gibsons.ca)

The Town thanks all applicants for their interest, however, only those selected for interviews will be contacted.