

SALT SPRING ISLAND FIRE PROTECTION DISTRICT ADMINISTRATIVE ASSISTANT

Salt Spring Island Fire Protection District invites qualified individuals to apply for the position of Administrative Assistant.

Reporting to the Finance/HR Specialist, you will be responsible for a variety of clerical, secretarial, administrative and reception functions to support the Chief Administrative Officer and Fire Chief and to contribute to the efficient and effective operation of the SSIFPD.

Your core responsibilities will include:

- o preparing routine and correspondence, forms, letters, agreements, guidelines, tender documents and reports;
- o responding to enquiries from staff, other departments, outside agencies and the public on general information issues;
- o receiving calls from the public on non-emergency requests for assistance and re-directing to appropriate SSIFPD Officer or agency;
- o receiving and redirecting emergency calls from the public (as required)
- o assisting in the development, editing and publishing of the SSIFPD Annual Report;
- o create and maintain detailed procedure manuals related to the duties of the position
- o maintenance of the SSIFPD filing system
- o issuing fire permits on behalf of the Fire Chief's office;
- o maintaining an electronic database of all permits issued;
- o maintaining and updating the website as required;
- o act as back up to the Financial/HR Specialist for preparation of accounts payable and payroll as required
- o carries out additional duties and functions as may be assigned by CAO, Fire Chief or Finance/HR Specialist.

You are the ideal candidate if you have a Certificate related to Office Administration. You also have a proven ability to undertake research, communicate effectively, and manage frequent and changing deadlines. This position works scheduled shifts 9:00 A.M. – 4:00 P.M. Monday to Friday and flexible hours including regular evenings and/or split shifts for meetings not to exceed 30 hours a week.

This exempt position offers a competitive pay rate commensurate with qualifications and experience, as well as an attractive benefit and vacation package. Qualified candidates are encouraged to submit a letter of interest, detailed resume, and a list of references by 4:00 p.m. on March 6, 2020 to:

Laurie Taylor CAO

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Salt Spring Island, BC V8K 2T1 ltaylor@saltspringfire.com