

TEMPORARY EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant / Summer Student 2023

Location: Salt Spring Island Fire Rescue, 105 Lower Ganges Road, Salt Spring Island

Salary: \$22.00 per hr / 35 hours per week

Start date: July 4, 2023

End Date: August 11, 2023

HR Contact: Rodney Dieleman CAO, Salt Spring Island Fire Rescue

105 Lower Ganges Road, Salt Spring Island, B.C. V8K 2T1

250-537-2531

admin@saltspringfire.com

JOB DESCRIPTION/ROLE AND RESPONSIBILITIES

SSIFR is working to digitize and organize the historical records that currently exist in both hardcopy and softcopy. This project will be the primary focus of the successful candidate. Key responsibilities will involve, scanning, validating, and properly cataloguing minutes of meetings and other official documents. The candidate will have the opportunity to witness the day-to-day operation of a busy fire station. Some of the core competencies that the department will help the successful candidate develop are listed as follows:

- Leadership – The student will work independently and within a team. They will learn to take initiative, responsibility, and work autonomously under a deadline.
- Teamwork – The Fire Service is by its very nature team-oriented. The student will have the opportunity to work with many members of the organization from the Fire Chief to the Executive Assistant.
- Client Service – The student will be working in a public service organization in a professional atmosphere which will provide them an opportunity to develop strong communication skills and customer service ethos.
- Digital Skills – The student will help to develop and organize a database for record keeping for both internal stakeholders and the public. The student will gain experience working with an IT professional to help convert the organization to a cloud-based format.
- Integrity – Honesty, public service and strong moral principles are paramount in every member of the fire service. The student will work with confidential information and hold themselves and their work to a high standard. The student will have the opportunity to take ownership of their responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a student currently enrolled in school. Preference given to those looking towards a career in business or office administration.

- Must be between 15 and 30 years of age.
- Must be a Canadian Citizen, Landed Immigrant or Protected Refugee and legally entitled to work in the province of BC.

PREFERRED SKILLS

Strong computer skills are a must. Specifically, proficiency with Microsoft Office Suite, MS SharePoint and Adobe. Knowledge or previous experience working with database entry is an asset.

The application deadline is **June 30, 2023**

Please send applications to CAO Rodney Dieleman.