



ADMINISTRATIVE ASSISTANT POSITION

Cultus Lake Park, “the Gem in the Valley” is located approximately one hour east of Vancouver, just south of the City of Chilliwack. With 640 acres it is one of B.C.’s most popular outdoor recreation destinations offering golfing, sport fishery, watersports and more.

We are seeking a high-level administrative support to the Board, CAO and Manager of Corporate Services / Corporate Officer. In this position you will prepare confidential correspondence, agendas, and minutes for both Board and Committee meetings, reports and other related correspondence, conduct research and maintain business files. Reporting to the Manager of Corporate Services / Corporate Officer the Leasing Clerk will be responsible to:

- Perform complex clerical and administrative duties, arrange meetings, maintain calendars, process confidential information and prepare routine correspondence.
- Attend Board and Committee meetings, prepare agendas record minutes, compile, transcribe and distribute minutes of meetings.
- Providing guidance to the Board and committees regarding procedure bylaw, Roberts Rule of Order, Cultus Lake Park Act, Local Government Act and Community
- Maintain relevant procedural manuals and bylaws and registry, procedures.
- Maintain records of motions and decisions.
- Daily processing and distribution of all correspondence received for the department
- Provide support and assist with the public during events such as election process and/or public hearings or consultations.
- Maintain confidential records and files.
- Perform other administrative related duties as required.
- Provide reception coverage as needed.

The ideal candidate will possess:

- Office Administration Diploma or courses in office administration or local government administration, Grade 12 or equivalent.
- Three to five years related office and customer service experience, or equivalent combination of education, training and experience preferably in a Local Government environment.
- An understanding of various acts, charters and legislation related to local government.
- Ability to communicate clearly, and effectively, and must have exceptional customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public in many situations.
- High level of proficiency, detail oriented and organized.
- Sound knowledge of Cultus Lake Park and surrounding area.

- Ability to handle confidential and sensitive matters.
- Must be willing to be subject to a criminal record check.

This is a Full-Time exempt position working 37.5 hours per week.

Benefit package/pension is offered, and salary will be based on experience.

For further information regarding Cultus Lake Park please visit our website at www.cultuslake.bc.ca.

If you are interested in applying for this position, please submit your resume, along with a cover letter, in confidence, no later than 4:30 pm, Monday, January 31, 2022.

Email to: Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Rachel.litchfield@cultuslake.bc.ca

Or Mail:

Cultus Lake Park

4165 Columbia Valley,

Cultus Lake BC V2R 5B5

We thank all applicants for their interest, however, only those selected for an interview will be contacted.