



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with an estimated population of 12,619. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

EXECUTIVE ASSISTANT

Full Time Position (35 hrs/wk)
\$91,311.50/annum (2025 rate)

We are seeking an accomplished and passionate leader to join our dynamic, fun, friendly, and dedicated team as the Executive Assistant. The Town of View Royal offers a competitive salary, excellent benefits package, a supportive work environment, and encourages continued career and professional development.

Under the supervision of the Chief Administrative Officer (CAO), the Executive Assistant position provides administrative support to the CAO and Mayor's Office, including scheduling meetings, managing correspondence, preparing documents, and liaising with internal departments, Council, external agencies, and the public. The successful candidate will demonstrate strong organizational, communication, and interpersonal skills, and the ability to manage confidential information with professionalism and discretion. The position also coordinates HR functions such as preparing job descriptions and postings, participating in shortlisting applicants and arranging interviews, and guiding the onboarding process for new employees.

The ideal candidate will have a post-secondary diploma in office administration or a related discipline, enhanced by a minimum of five (5) years' senior secretarial experience, preferably in a local government setting. A combination of education and office or human resources administration experience will also be considered.

A detailed job description is available at www.viewroyal.ca/employment.

Interested candidates are invited to submit a detailed résumé and cover letter no later than 4:00pm, January 9, 2026 to:

Human Resources
Competition #2025-12
Attn: Scott Sommerville, Chief Administrative Officer
Town of View Royal, 45 View Royal Avenue, Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

The Town of View Royal is an equitable and inclusive employer; we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. If you have been shortlisted and require adjustments to enable participation throughout the recruitment process, we would be pleased to discuss how to best accommodate your needs.