TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 12,412. 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.

CORPORATE ADMINISTRATION CLERK/RECEPTIONIST - AUXILIARY

Casual Position
$34.84/hour

We are currently seeking flexible, self-motivated and highly organized individuals to provide short term support and coverage in the Corporate Administration department on an as-needed basis. If you are an experienced administrative professional, are comfortable working in an auxiliary capacity, and would like to apply your skills within a dynamic municipality, we would love to hear from you!

As an auxiliary, you will have the opportunity to branch out and work in short term placements that range from on-call, part-time, to full time hours. These vacancies arise to cover situations such as vacation and employee leaves, high volume periods, and seasonal work calling for additional support. Primary responsibilities include front-line customer service, responding to telephone/email inquiries, cash and electronic payments receipting and balancing, data-entry, filing, creating and maintaining manual and computer files and reports, and performing additional projects and assignments as required. Placements may vary from a few days, weeks or months in duration and there may be breaks between assignments, therefore hours are not guaranteed.

As the successful candidate you will have the following qualifications:

- Completion of Grade 12 or equivalent; supplemented with courses in data entry, word processing, office administration, records and information management, and computer operation and applications;
- Minimum two years office administration experience preferred, preferably in a local government setting; and
- Sound knowledge of modern office practices and procedures.

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

Applicants should submit a detailed resume, including cover letter and references, which reflects their knowledge, skills, and abilities relevant to the position, no later than **Friday November 20, 2026 at 4:30pm** to:

Competition #2026-10 – Corporate Administration Clerk/Receptionist
Town of View Royal
Attention: Elena Bolster
45 View Royal Avenue
Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

Candidates being considered may be required to undergo an evaluation of skills, qualifications, and abilities. Please note that only those applicants selected for an interview will be contacted.