



## **TOWN OF VIEW ROYAL**

The Town of View Royal is a growing residential community in the Greater Victoria area with an estimated population of 13,219. 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.

### **ADMINISTRATIVE COORDINATOR – FIRE RESCUE**

Regular Full-Time Position (35hrs/week)

Salary: \$36.78 - \$38.42

Monday – Friday (08:30 – 16:30)

Reporting to the Fire Chief, the Administrative Coordinator provides administrative and clerical support to View Royal Fire Rescue. This position supports department operations through coordination of correspondence, records management, scheduling, and general administrative processes.

Key responsibilities include preparing and reviewing correspondence, reports, and meeting materials; coordinating meetings and taking minutes; maintaining departmental records and statistics; supporting timesheets and payroll processes; assisting with recruitment and onboarding; and responding to inquiries from staff, the public, contractors, and partner agencies. The position also supports departmental projects and helps ensure the efficient day-to-day operation of the Fire Rescue office.

The ideal candidate will be organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment. Strong communication and customer service skills are essential, along with the ability to work independently and maintain confidentiality. Experience working in an emergency services or emergency management environment is considered an asset, including familiarity with incident response, coordination processes, or working within a structured command environment.

- Completion of Grade 12 or equivalent
- Office administration training or related education
- Minimum of two years' experience in an administrative support role
- Proficiency in Microsoft Office applications
- Valid Class 5 BC Driver's License

An equivalent combination of education and experience may be considered.

A detailed job description is available at [www.viewroyal.ca/employment](http://www.viewroyal.ca/employment).

Interested candidates are invited to submit a detailed résumé and cover letter no later than 4:30pm, Friday May 8<sup>th</sup> to: [hr@viewroyal.ca](mailto:hr@viewroyal.ca).

Human Resources  
Competition #2026-04  
Attn: Paul Hurst, Director of Public Safety  
Town of View Royal  
45 View Royal Avenue, Victoria, BC V9B 1A6  
Email: [hr@viewroyal.ca](mailto: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.*