Posting Date: November 17, 2026

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking self-motivated professionals for our Corporate Services Department.*

TEMPORARY FULL TIME
ADMINISTRATIVE ASSISTANT
(1 Position)
**External Competition #2026-41**

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| **Department:** | Corporate Services |
| **Duties & Required Qualifications:** | See attached Job Description |
| **Rate of Pay:** | Band 7 - $35.15 per hour |
| **Hours of Work:** | 35 hours per week - Up to October 13, 2027 |
| **Conditions of Employment:** | Automatic wage deposit<br>Applicant must provide proof of legal eligibility to work in Canada |
| **Union:** | Canadian Union of Public Employees (C.U.P.E.) Local 401 |
| **Benefits:** | As per the Collective Agreement |
| **Reporting To:** | Manager of Corporate Services |

This job posting will remain open until 4:00 PM November 26, 2026. For further information please contact Sue Bouma, Manager of Corporate Services at 250.245.6419; sbouma@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format to:

Trish McConnell, Manager of Human Resources
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

**The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.**

TOWN OF LADYSMITH

# POSITION DESCRIPTION

**TITLE:** ADMINISTRATIVE ASSISTANT – CORPORATE SERVICES
**DEPARTMENT:** CORPORATE SERVICES
**DIVISION:** CORPORATE SERVICES
**CATEGORY:** UNION CUPE LOCAL 401
**BAND:** 7

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## GENERAL ACCOUNTABILITY

Reporting to the Manager of Corporate Services, the Administrative Assistant is primarily responsible for providing support and coordination.

## PRIMARY RESPONSIBILITIES:

- Provide corporate administrative support and coordination, including but not limited to Tender documentation.
- Maintain and update the Town of Ladysmith internal and external websites, and the Town's social media sites in accordance with established standards and schedules;
- Draft a variety of written correspondence, both routine and complex, proof documents according to prescribed procedures; maintain and manage corporate forms and templates.
- Maintain the Town's Bylaws, including distribution to staff and other government authorities as appropriate, consolidate bylaws as required, and maintain the bylaw index;
- Respond to routine public and staff inquiries on matters related to Corporate Services and Council issues. Refer to appropriate staff as necessary;
- Assist in the preparation, layout, proofreading, editing and production of communications materials including advertisements, newsletters, brochures and reports;
- Assist in the preparation and production of Council meeting agendas and minutes when required;
- Take minutes at Council and Commission/Committee meetings as required;
- Assist with various Corporate Services projects and operations as assigned;
- Maintain the Town's telephone system, including making arrangements for changes and repairs, managing the system auto-attendant and other related functions;
- Provide back-up support at City Hall reception and on telephones according to demand;
- Assist other departments with preparations for meetings to be held at City Hall, and post-meeting clean-up;
- Assist with planning and implementing Council-related functions and events as required;
- Recommend changes to and maintain procedures relating to areas of responsibility; and
- Other duties as required.

## REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Diploma in communications, customer relations, office administration or a combination of related education and experience is essential;
- Successful completion of courses related to local government administration is desirable;

- A minimum of two (2) years' full-time experience in an administrative position is essential; experience in a municipal setting would be an asset;
- Demonstrated hands-on experience with corporate website maintenance and social media;
- Strong familiarity with the wide variety of functions related to municipal government and the local community, including a clear sense of where or to whom to direct specific inquiries (either internally to various departments or externally to partner agencies);
- Strong working knowledge of Microsoft applications and Adobe Suite is vital;
- Superior communication skills, both written and oral;
- Ability to support a small team effectively;
- Familiarity with legislative processes and experience serving a Council, Board or another political body is an asset;
- An excellent working knowledge of municipal functions and departmental responsibilities;
- Demonstrated commitment to customer service excellence;
- Exceptional interpersonal skills and a particularly friendly and professional demeanor;
- Proven ability to exercise sound judgment in the workplace;
- Willingness to commit to quality pro-active results;
- Ability to work with minimal supervision and be self-motivated;
- A personal commitment to service, ability to provide friendly, helpful, knowledgeable, and timely assistance.