



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

[www.village.lions-bay.bc.ca](http://www.village.lions-bay.bc.ca)

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### Seeking Municipal Office Coordinator

The Village of Lions Bay is seeking a full time Office Coordinator to perform administrative duties and assist and support the administrative team in providing assistance and support to Council, Staff, Community Projects and the Municipality.

This position offers variety and requires a self starter, who enjoys a team environment. This position requires meeting deadlines, researching information, proofing work to a professional standard, while demonstrating initiative and creativity.

The successful candidate will demonstrate a strong community service orientation. Proven Municipal and/or business experience and working effectively with a regulatory environment is preferred. Excellent verbal and written communication skills are essential.

The Office Coordinator will help to advance our administrative and technical systems.

Key elements in this position :

- Preparation and set up of Council Meetings, Agendas, Minutes and Reports.
- Preparation of the Village Update Publication, e-posts, brochures, and notices.
- Research information on behalf of Council, Staff and the Municipality.
- Assist with Special and Committee Projects, including recreational programs.
- Liaise with other local governments, Provincial and Federal agencies.
- Maintain and update the Village website and assist with IT issues.
- Assist with the day to day functions of the Village Office and ensure a customer service excellence, and maintenance of administrative records.

Please send application to the Village Office:

Via Mail:

Attn: Office Coordinator Position  
PO Box 141  
400 Centre Road  
Lions Bay, BC  
V0N 2E0

Electronically to:

[finance@lionsbay.ca](mailto:finance@lionsbay.ca)

The posting closing date is 4pm, Friday, February 24<sup>th</sup>, 2012.

Please no phone calls and only those candidates being considered will be contacted.