



District of Metchosin  
4450 Happy Valley Road, Victoria BC V9C 3Z3  
Telephone: 250-474-3167 Fax: 250-474-6298  
[www.metchosin.ca](http://www.metchosin.ca)

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## **INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY**

### **ADMINISTRATIVE ASSISTANT/RECEPTION**

#### **Full Time Temporary Auxiliary Position (3-4 months)**

The District of Metchosin is seeking a temporary full time Receptionist from May to August 2025.

Reporting to the Chief Financial Officer or Deputy Corporate Officer and working 35 hours per week, Monday through Friday. The Reception position is a diverse administrative position. It acts as primary reception, directing incoming telephone calls to the appropriate staff members or District officials, as well as dealing with general enquiries. Good communication skills are required. This position is responsible for logging and distributing all incoming correspondence, maintaining a central filing system, and cash receipting for licences, permits and municipal fees. This position will also support other departments as necessary and will deal with situations where tact and diplomacy are required.

Job qualifications are as follows:

- Completion of Grade 12 or equivalent
- Proficient in Microsoft Office 365
- Experience in an office environment with customer service
- Ability to handle multi-line phone system
- Ability to multi-task, organize, and prioritize duties
- Previous experience in municipal or local government settings preferred

Starting salary is \$29.46 per hour (2024 rate, plus 14% in lieu of benefits)  
This is a Union position (CUPE Local 374).

*Please note that the job description is currently under review and subject to change.*

Qualified candidates are invited to submit their resume via email, quoting competition number 2026-02 by: 400 p.m. Tuesday, March 31, 2026 to the attention of:

Bob Payette  
Chief Administrative Officer  
District of Metchosin  
4450 Happy Valley Road  
Victoria, BC V9C 3Z3  
[careers@metchosin.ca](mailto:careers@metchosin.ca)