



PERMANENT FULL-TIME STENO - PLANNING

(Competition 22-158)

Position Overview

The City of Nanaimo is seeking a permanent full-time Steno - Planning. Under the direction of the applicable Manager, the incumbent prepares and compiles agenda packages for committee, commission, and board meetings, records, transcribes, and distributes committee and commission minutes, processes planning applications, compiles requested material or information on subjects under consideration, prepares correspondence for staff, committee, commission, and boards, provides information to other departments and the public. This position may be called upon at times to provide support in the Development Services Division, including providing switchboard relief.

Qualifications

Applicants must have successfully completed a minimum 6 month Office Administration training program at an accredited educational institution (e.g. VIU or Sprott Shaw). A minimum of 2 years clerical experience is required. An equivalent combination of education and experience may be considered.

Additional Information

This is a unionized position. \$34.62 per hour - after Probation (Jan 2022 Rate), based on a 35 hour work week. Occasional evening work is required.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 22-158 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Tuesday, January 24, 2023

Application Deadline

Friday, February 10, 2023
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406