



MAILING ADDRESS:

Village of Lytton
PO Box 100, 769 S- Trans Canada Hwy
Lytton, BC V0K 1Z0

www.lytton.ca

Join the Village of Lytton as an Administrative Assistant

The Village of Lytton is seeking an Administrative Assistant to support municipal administration and day-to-day office operations. Reporting to the Accounting Manager, the Administrative Assistant provides high-level administrative, financial, and organizational support across departments, ensuring efficient service delivery and accurate record keeping.

This position plays a key role in front-line communications, facilities administration, procurement support, and financial tracking, supporting the Village as it continues its rebuilding and operational growth.

Department: Administration

Location: Lytton, BC

Employment Type: Part-time 20-25 hours a week, 12-month term

Wage: Starting wage \$32.09 plus Benefits option after successful completion of 3-month probationary period

Union Affiliation: Covered under the CUPE Collective Agreement

Reports To: Accounting Manager

About Lytton

Nestled in British Columbia's interior, Lytton is located approximately 3 hours north of Vancouver or 2 hours west of Kamloops. Lytton is rebuilding following a devastating fire on June 30, 2021. Once fully rebuilt, the Village is expected to serve approximately 275 residents, with an additional 4,500 people living in the surrounding region, including vibrant Indigenous communities.

Key Responsibilities

- Provide front-line administrative and communication support, including phone and email
- Manage mail, records, and asset tracking (property, keys, equipment)
- Coordinate Parish Hall and room rentals, bookings, invoicing, and cleaning schedules
- Prepare and track invoicing, licenses, tax certificates, collection of timesheets,
- Support purchasing activities, including POs and Visa credit card transactions
- Liaise with staff, external agencies, and committees; support general office operations

Qualifications

- High school diploma or equivalent; post-secondary education an asset
- 1–2 years of administrative experience

- Strong organization, communication, and multitasking skills
- Proficiency with Microsoft Office and Adobe Acrobat
- Ability to learn new systems and maintain confidentiality
- Valid driver's licence and current automobile insurance

Position Details

- Based in Lytton, BC
- Supports multiple departments and facilities
- Requires flexibility and strong attention to detail

How to Apply

Submit resume and cover letter to: **Lisa Storoshenko | Istoroshenko@lytton.ca**

Open until filled.