



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
RECREATION
CEDAR HILL CAMPUS
CEDAR HILL RECREATION CENTRE

RECREATION RECEPTIONIST

1 Casual Position

Cedar Hill Recreation Centre is recruiting a casual Recreation Receptionist who will be responsible for cashier and clerical work. The successful candidate will have considerable contact with the public involving program registration, answering telephone and counter enquiries, as well as filing system maintenance and general keyboarding.

Requirements include: completion of Grade 12 or equivalent; minimum of six months experience working in an administrative office with reception counter experience; and proficient in Microsoft Office Suite. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will be required to work varying shifts including evenings, and weekends.

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour (2024 rate) plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Monday, May 13, 2024 quoting competition 24133 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.