



DISTRICT OF SAANICH  
ENGINEERING DEPARTMENT  
FACILITY OPERATIONS DIVISION

**FACILITY OPERATIONS CLERK**  
**Temporary Part time Position**  
**Approximately 6 months with possible extension**  
**Monday – Friday, 9:00 a.m. – 12:30 p.m.**  
**(3.5 hrs/day, 17.5 hrs/week)**

The Facility Operations Division is seeking a Facility Operations Clerk to provide routine administrative and clerical work to the division, using a variety of programs including word processing, spreadsheets, databases, tables and graphics. The successful candidate will assist in the administration of work flow by organizing and coordinating work orders, dealing with internal clients, and creating and maintaining electronic and manual filing systems.

Requirements include: completion of Grade 12, or equivalent supplemented by a one year certificate in office or business administration; one year experience in a business or municipal office environment providing customer service and maintaining filing system; keyboarding speed of 40 wpm; experience in computer applications including word processing, spreadsheets, financial software packages, databases, including tables, graphics and desktop publishing; and possession of a valid Class 5 BC Driver's Licence. The successful candidate will be required to work Monday to Friday as and when required, 9:00 a.m. to 12:30 p.m. (3.5 hours per day; 17.5 hours per week).

**This is a C.U.P.E. Local 2011 position with a wage of \$28.74 per hour plus 13% in lieu of benefits. Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). Please apply by 11:45 p.m. on FRIDAY, DECEMBER 28, 2018 quoting competition 259.18 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email [careers@saanich.ca](mailto:careers@saanich.ca). In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.**