



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
SAANICH COMMONWEALTH PLACE

CUSTOMER SERVICE - RECREATION

Temporary Part Time – 4 Months (or until return of incumbent)

Do you have a passion for Recreation? Saanich Commonwealth Place is seeking a temporary part time Customer Service Representative to provide exceptional customer service. As Customer Service Representative, the successful candidate will be responsible for operating the switchboard, and providing information services to the general public and staff, in person and via email. The successful candidate will perform a variety of clerical tasks including the processing of client and retail sales information through the computer and POS systems, and answering the telephone and providing information on programs, services and other general enquires for the department.

Requirements include: Grade 10 or equivalent; three months experience on office machines such as POS terminal, calculator, computer and including working in a customer service capacity; basic keyboarding skills. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work varying shifts including daytime, evenings and weekends, minimum 14 hours and up to 35 hrs per week.

This is a C.U.P.E. Local 2011 position with a wage of \$27.84 per hour plus 13% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. **Please apply by WEDNESDAY, MAY 11, 2022 quoting competition 22155 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.