



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

## **RECREATION RECEPTIONIST**

### **Up to 3 Casual Positions**

Cedar Hill Recreation Centre is seeking experienced Recreation Receptionists who will be responsible for cashier and clerical work. The successful candidates 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; proficient in Microsoft Office Suite; and a minimum keyboarding speed of 40 wpm. An equivalent combination of education and experience may be considered.

The successful candidates will work varying shifts including daytime, evenings, and weekends.

**This is a C.U.P.E. Local 2011 position with a wage of \$33.25 per hour plus 15% 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 pm. on Monday, January 30, 2023 quoting competition 23008 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Testing will be conducted, however, applicants must provide proof of typing speed from a recognized educational institution or hiring agency. We thank all applicants for applying. Only those under consideration will be contacted.