



DISTRICT OF SAANICH  
PARKS, RECREATION AND COMMUNITY SERVICES  
RECREATION  
GORDON HEAD RECREATION CENTRE

## **RECREATION RECEPTIONIST**

### **Permanent Part-Time**

Gordon Head Recreation Centre is seeking an experienced 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; proficient in Microsoft Office Suite; and a keyboarding speed of 40 wpm. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will be required to work varying shifts including days, evenings, and weekends (minimum 17.5 hours per week).

**This is a C.U.P.E. Local 2011 position with a wage of \$33.25 per hour and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Wednesday, June 21, 2023 quoting competition 23193 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Applicants must also provide proof of typing speed from a recognized educational institution or hiring agency. Only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2023.** 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](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.