



# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 2 – Front Desk

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

As a Community Services Assistant 2, you will have excellent customer skills, high energy, and an enthusiastic approach to your work and enjoy the chance to be a part of a team that values leadership and organizational talents. This is an auxiliary position which includes weekend/weekday/evening shifts.

### Employment Status

Union - CUPE Local 402 – Auxiliary.

### Responsibilities

- Front line customer service in person and over the phone.
- Assist with programs in various town centers, registering clients, booking facilities and implementing daily cash procedures.
- Maintain the program areas, ensuring the equipment is safe, clean and hazard-free at all times.
- Assist staff in planning, organizing, promoting, implementing and leading recreational activities as required.
- Other related job duties.

### Qualifications

- Completion of Grade 10 or equivalent.
- A current Emergency First Aid and CPR certification or willing to obtain.
- 1 year of experience in relevant community service work.
- Ability to work independently and as part of a team.
- Excellent communication skills – both verbal and written.
- Customer Service Experience.
- Cash handling experience.

### Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5381.

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Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

