



DISTRICT OF SAANICH
LEGISLATIVE AND PROTECTIVE SERVICES
INSPECTION SERVICES

CUSTOMER SERVICE / FILE CLERK - INSPECTIONS

2 Permanent Full-Time Positions

The District of Saanich employs more than 1500 members across nine departments, our greatest asset is a high performing workforce. We provide a welcoming environment and maintain a healthy, dynamic and safe workplace that consistently attracts top-quality people and enables them to perform at their best. If you are customer service savvy and enjoy working on a team, the District of Saanich has an opportunity for you!

Inspection Services is seeking 2 Customer Service / File Clerks to provide customer service and file management related to documents and permits. This position is responsible for data entry, maintaining electronic mail logs, filing, receiving applications, entering folders, handling cash and issuing receipts. This is a front line customer service position that involves dealing with the public in explaining the content of exchanged data or information through phone and email inquiries relating to the effective delivery of the Inspection Division.

The ideal candidates thrive in a fast-paced environment where multitasking is required and accuracy and attention to detail are essential. A strong customer focus and the ability to be flexible in a changing work environment are equally important.

Requirements include Grade 12 or equivalent supplemented in training of standard office machines such as cash registers and calculators; standard office practices, techniques; and courses in business English, spelling and grammar and six months experience in an office related position in a customer service capacity. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:30 a.m. – 4:30 p.m. (35 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$33.51 per hour (2024 rate) plus an excellent benefit package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Friday, March 8, 2024 quoting competition 24057 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. 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.