



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
G.R. PEARKES RECREATION CENTRE

RECREATION RECEPTIONIST

Up to 2 Casual Positions

G.R. Pearkes Recreation Centre is seeking experienced Recreation Receptionist 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 a customer service capacity; proficient in Microsoft Office Suite; Candidates with an equivalent combination of education and experience may be considered.

The successful candidates will be required to work varying shifts including days, evenings, and weekends providing relief for sick leave and vacation coverage of regular staff (hours/shifts are subject to change). In addition to the interview process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on Monday, August 26, 2024 quoting competition 24231 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email careers@saanich.ca. 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.