



ENGINEERING DEPARTMENT
MUNICIPAL FACILITIES

FACILITY OPERATIONS CLERK
Casual
(approximately 10 hours per week)

The Municipal Facilities is seeking a Facility Operations Clerk to provide routine administrative and clerical work to the division, using a variety of programs including word processing, spreadsheets, databases, tables and graphics. The successful candidate will assist in the administration of workflow by organizing and coordinating work orders, dealing with internal clients, and creating and maintaining electronic and manual filing systems.

Requirements include completion of Grade 12, or equivalent supplemented by a one year certificate in office or business administration; one year experience in a business or municipal office environment providing customer service and maintaining filing system; keyboarding speed of 40 wpm; experience in computer applications including word processing, spreadsheets, financial software packages, databases, including tables, graphics and desktop publishing; and possession of a valid Class 5 BC Driver's Licence.

The successful candidate will be required to work Monday through Friday as and when required, between the hours of 8:30 a.m. to 4:30 p.m. (approximately 10 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$33.51 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 Thursday, August 8, 2024 quoting competition 24204 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. 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.