



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
SAANICH COMMONWEALTH PLACE

RECREATION RECEPTIONIST
Permanent Part Time Position
Temporary Part Time (18 months or Return of
Incumbent) Position

Saanich Commonwealth Place 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; Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work varying shifts that may include evening, day, early morning and weekends (minimum 14 hours per week). In addition to the interview process, testing will be conducted. 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 an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Friday, January 17, 2025, quoting competition 25001 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7.

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. We thank all applicants for applying.