



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
RECREATION
G.R. PEARKE'S RECREATION CENTRE

RECREATION RECEPTIONIST Up to 2 Casual Positions

G.R. Pearkes Recreation Centre is recruiting up to two experienced Recreation Receptionists 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. Our team values a community-first approach, where exceptional customer service and teamwork are paramount.

If you thrive in a fast-paced environment, possess excellent communication skills, and are eager to contribute to a positive and collaborative workplace, we invite you to apply.

Requirements include: completion of Grade 12 or equivalent; minimum of six months experience working in an administrative office with reception counter experience; and proficient in Microsoft Office Suite. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will be required to work varying shifts including weekdays, early mornings, evenings, and weekends. In addition to the interview process, testing will be conducted.

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 Wednesday, April 2, 2025 quoting competition 25080 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 2025. 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, only those under consideration will be contacted.