



BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 2 – Front Desk

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey

SCOPE

As a Community Services Assistant 2, you will have excellent customer skills, high energy, and an enthusiastic approach to your work and enjoy the chance to be a part of a team that values leadership and organizational talents. This is a Regular Part-Time position which could include weekend, weekday and evening shifts.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Part-Time.

RESPONSIBILITIES

- Front line customer service in person and over the phone.
- Assist with providing patrons with information on programs in various town centers, registering clients, and implementing daily cash procedures.
- Maintains the public seating area including the distribution of brochures and information.
- Opens and locks up facility: monitors safety and security situations and implements procedures as needed.
- Maintains facility logs and statistics.
- Assists in ordering, picking up and monitoring supplies.
- Deals effectively and respectfully with all patron concerns.
- Performs basic clerical duties such as gathering information and processing and filing documents at a routine level.
- Ensures that the City's policies and procedures are met during the performance of all duties.
- Performs other related job duties as required

QUALIFICATIONS

- Completion of Grade 10.
- Valid Emergency First Aid and CPR certification.
- Six months of experience in community service work.
- Ability to work independently and as part of a team.
- Excellent communication skills – both verbal and written.
- Customer service and cash handling experience is considered an asset.

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Apply online at www.surrey.ca/careers





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OTHER INFORMATION

- Number of Job Openings: 1
- Pay Grade: Schedule D
- Hourly Rate: \$ 23.85

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