AUXILIARY JOB OPPORTUNITY
(This is a Union position)
POSTING #2021-44B
RECEPTIONISTS
OAK BAY, HENDERSON AND MONTEREY RECREATION CENTRES

We are looking for enthusiastic individuals with a flexible schedule to join our Reception team as auxiliary Receptionists. These positions involve answering inquiries regarding recreation programs, both on the phone and over the counter, registering patrons, operating a point of sale system for public admissions as well as performing a number of clerical duties. These positions involve constant public contact therefore the successful applicants must have a warm friendly attitude, combined with good communication skills.

Qualifications:
• Extensive experience dealing with the public;
• Two years of office/reception experience in a similar environment;
• Keyboarding skills (45wpm);
• Working experience with MS Office 2007;
• Multi-line telephone experience;
• Cash handling experience;
• Ability to deal with emergency procedures as required; including providing on-deck assistance to lifeguard staff during a pool emergency;
• Ability to work under pressure and without close supervision;
• Current CPR-C, and Occupational First Aid Level I certificates;
• High school Diploma;
• Provision of a current Police or RCMP Criminal Record check.

Rate of Pay: $20.69 per hour plus $2.90 per hour in lieu of benefits.

Hours: Shifts scheduled between 5:45am – 12:30am – 7 days a week
Up to a maximum of 17.5 hours per week; additional shifts may be available as need arises.

This posting will remain open until suitable applicants are found.

Please submit applications to:
Job Application Drop Box, Recreation Oak Bay
1975 Bee Street, Victoria, BC, V8R 5E6;
Or email to: recreationjobs@oakbay.ca

Subject line in email should read: 2021-44B Receptionists

Please note: Only short listed applicants will be contacted.