

# CUSTOMER SERVICE REPRESENTATIVE I (PART-TIME) (TIME DURATION)



Competition #2020-41

August 27, 2020

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We are the third largest regional district in BC and deliver over 100 services to six municipalities and eight electoral areas. Our region covers more than 13,000 km<sup>2</sup> stretching from the City of Abbotsford to Boston Bar. We have an exciting opportunity to work at the reception counter at our Recreation Centre located in Hope, BC. The successful candidate must be available for shifts from 4 to 8 hours in duration, anytime between the hours of 6:00 a.m. and 11:00 p.m., and/or split shifts and temporary shifts, inclusive of evenings, weekends and some holidays. The term of this position will be from approximately September 2020 up to February 2021.

The Customer Service Representative I is responsible for providing a high level of customer service to users of the facility, performing cashiering and related POS duties, maintaining complete and accurate records of recreation programs, public schedules, and correspondence, and providing clerical support.

Required qualifications:

- » Grade 12, plus experience working in an office environment and handling cash;
- » Excellent customer service skills;
- » Strong written communication skills;
- » Ability to understand and execute cash handling procedures and perform mathematical calculations; and
- » Quickly acquire the ability to proficiently utilize the computer and POS application and related programs including Microsoft Word and Excel.

The starting wage rate for this part-time Union position is \$17.42 per hour plus 10.6% in lieu of benefits. Upon successful completion of the required probationary period the wage will increase to \$19.35 per hour plus either 10.6% in lieu of benefits, or if eligible, participation in the benefit program. Shift differential and overtime is paid, where applicable, as per the Collective Agreement.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications.

**Please quote Competition #2020-41 and send, in confidence, to [jobs@fvrd.ca](mailto:jobs@fvrd.ca) or mail to:**

Human Resources Department  
Fraser Valley Regional District  
45950 Cheam Avenue  
Chilliwack, BC V2P 1N6

**Review of applications will begin upon receipt.**

**While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.**