



Clerical - Casual

The District of Summerland is committed to providing outstanding customer service. When key frontline employees are absent due to vacation or illness, we need to temporarily fill their positions to continue to provide excellent service.

Although the District of Summerland is looking for clerical/administrative casual staff that are capable of working within a variety of departments, assignments for the remainder of 2024 will be primarily in the Development Services Department. This position will provide a high level of front counter, phone and online customer service with respect to development regulations, application processes and inter-departmental services. Duties will include providing clerical support, data entry, record keeping, booking inspection appointments and providing departmental administrative support.

The successful applicants will have a minimum typing speed of 65 wpm and be fully conversant with the Microsoft Office package. Any previous experience with Vadim and GIS software is an asset. A pleasant telephone manner, general office knowledge and very strong customer service skills are required. The ideal candidate will have the ability to pick up tasks and computer systems quickly, have an attention to detail, and have the ability to multi-task.

Depending on the position, staff in the casual pool must be available to work between 8:00am – 5:00pm, Monday – Friday and will be on an “as needed” basis.

This is a union position (CUPE 1136), and pay is \$31.77 per hour plus 15% in lieu of benefits.

If you are interested in being part of our casual pool, please submit a resume and cover letter in pdf format by email to hr@summerland.ca quoting competition #24.25 by June 17, 2024.

We thank all applicants for their interest; however, only those candidates selected for further consideration will be contacted.