



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.

The District of Summerland is seeking individuals who are experienced clerical/administrative staff to join our casual pool. Successful candidates will be capable of working within a variety of departments including Development Services, Finance and Administration and 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 candidates will have the ability to pick up tasks and computer systems quickly, have an attention to detail, and have the ability to multi-task.

Development Services Assistant: There is an existing assignment of 3 days per week until the end of 2024. This position will provide customer service with respect to development regulations, application processes and inter-departmental services. Duties will include data entry, record keeping and booking inspection appointments.

Finance: The Accounting Clerk / Cashier duties position provides customer service with respect to utilities, property tax, licences etc. Duties will include processing payments, reconciling daily cash, completing internal forms, maintaining the filing system. This position requires you to be mathematically inclined, have point of sale and cashier experience, thoroughly knowledgeable in the reconciliation process and you will be subject to a Police Information Check.

Administration: The Receptionist has extensive contact with the public and performs a variety of duties including answering phones, responding to email and in-person inquiries, word processing, data entry and record keeping.

Work is assigned on an as needed basis, with no guarantee of hours. When called in or scheduled for work, hours may be between 8:00am – 5:00pm, Monday – Friday, depending on department and assignment.

This is a union position (CUPE 1136), with an hourly rate of \$32.40 plus 15% in lieu of benefits.

If you are interested in being part of our casual pool for one or all of these positions, please submit a resume and cover letter in pdf format by email to quoting competition #24-46 by October 30, 2024.

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