

Receptionist

Posting #PRC2024-55

Oak Bay Parks, Recreation and Culture is seeking a warm, enthusiastic, and flexible individual for our Receptionist position at the Oak Bay Recreation Centre. This position is responsible for varied general clerical and administrative work related to the functioning of the centre. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Answers all enquiries regarding all recreation program information, establishing a warm, friendly atmosphere for visitors and staff at all times.
- Assumes all cashier responsibilities and procedures, including operation of the POS system.
- Completes all computerized and non-computerized program registrations and processes transfers, refunds or credits when necessary.
- Assists Supervisor, Reception Services, by performing a variety of clerical duties, which can include: keyboarding, word processing, photocopying, mailing, filing, and maintains the reception area in good order.
- Ability to deal with emergency procedures as required; including providing assistance to lifeguard staff during a pool emergency.
- Other related duties as required.

QUALIFICATIONS

- Warm outgoing personality with extensive experience dealing with the public.
- Graduation from Senior Secondary School and minimum two years office experience.
- Proficiency in MS Office software and computerized registration systems.
- Valid BC Drivers License.
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Friday-Tuesday – 2:30-10:30pm <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$32.08/hr (step 1)-\$32.89/hr (step 3) – 2024 rates
STATUS	Full-Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool

Please submit applications by 4:00pm, Wednesday, July 31, 2024 to:
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or
Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2024-55 Receptionist

Please note that only short-listed applicants will be contacted after the closing date of the posting