



Clerical/Cashier Relief

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 looking for clerical/administrative and or cashier relief staff for Municipal Hall and Works and Utilities. Depending on the position, staff in the relief pool must be available to work between 7:00am – 4:00pm, Monday – Friday and will be on an “as needed” basis.

The successful applicants will have a minimum typing speed of 50 wpm and be fully conversant with the Microsoft Office package. Any previous experience with Vadim and GIS software is an asset. Previous cashier experience is also beneficial. A pleasant telephone manner, general office knowledge and 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.

This is a union position (CUPE 1136) and pay is dependant upon the exact position worked, but is generally at \$28.77 per hour plus 15% in lieu of benefits.

If you are interested in being part of our relief pool, please submit a resume and cover letter in pdf format before 4:00pm Monday, November 2, 2020 by email to hr@summerland.ca quoting competition #20-24.

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