



Secretary I (2 positions)

The District of Summerland has two openings for a Secretary I position. As a focal point of interaction for general inquiries - in person, email, and over the phone - both roles will require outstanding customer service with a positive, pleasant manner. These positions will perform general reception duties and a variety of routine and more complex administrative tasks. The qualified candidates must have a proven record of a strong administrative skillset, competency in a variety of computer software programs, and hold a high degree of detail orientation.

Competition #: 21-07 – Secretary I Recreation

With an upcoming retirement, the District is seeking a Secretary I to fill the position in the Community Services department at the Summerland Aquatic & Fitness Centre. This role provides front counter, and internal support in reconciling daily and monthly cash, collects, reviews and enters timecards and administers park and facility bookings. They will also assist in creating marketing and promotional materials and coordinate the District of Summerland monthly Newsletter. Recreation experience and knowledge with Point of Sale (POS), marketing software skills, and the ability to act as a first aid back-up are key components required for this role.

This is a regular full-time CUPE union position and offers an hourly rate of \$29.35 per hour as well as a competitive benefits package and pension.

Competition #: 21-10 – Secretary I - Term Development Services

To backfill a maternity leave, the Secretary I provides departmental support to the Development Services department which includes Building, Planning, and Bylaw Services. Knowledge in this field or familiarity and an interest in Federal and Provincial Acts and District bylaw as they relate to development services administration is a requirement for this exciting opportunity.

This is a regular full-time term (approximately 1 year) CUPE union position and offers an hourly rate of \$29.35 per hour plus 15% in lieu.

Please see full job descriptions and detailed information for both openings at www.summerland.ca/jobs.

Interested applicants are asked to submit a resume and cover letter in pdf format quoting the applicable Competition No. above by Sunday March 28, 2021 by email to hr@summerland.ca.

The District thanks all applicants for their interest; only those short-listed will be contacted.