



Clerical / Cashier - 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 looking for clerical/administrative and or cashier casual staff for a variety of departments. 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.

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 \$30.84 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 #23-30. This competition will be open until filled.

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