



NEW WESTMINSTER

Position Vacancy: Recreation Facility Clerk

Great City, Great Work, Great Future!

| | | | |
|-------------------|--|---------|--------------------------------------|
| DEPARTMENT: | Parks, Culture & Recreation | STATUS: | Fulltime |
| NO. OF POSITIONS: | One | UNION: | CUPE local 387 |
| HOURS OF WORK: | Monday-Friday, 8:30 am to 4:30 pm | SALARY: | \$39,154 to \$45,820 annually |

New Westminister Parks, Culture and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk to play a frontline role at the Centennial Community Centre. You enjoy working in a fast-paced recreation environment where excellence in customer service is essential. The Recreation Facility Clerk will perform clerical work, including payroll, typing and filing, cashier, registration, and reception duties.

Requirements include:

- Completion of Grade 12/equivalent, including or supplemented by commercial courses, preferably including elementary accounting and word processing, plus sound related experience, or an equivalent combination of training and experience.
- Sound knowledge of organized recreation principles and practices.
- Working knowledge of computer applications related to the work performed (knowledge of Microsoft Office 2007, CLASS, Kronos and POS would be preferred).
- Working knowledge of accounting principles and practices related to the work performed.
- Ability to demonstrate exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, staff, program participants and rental customers.
- Ability to prepare, organize and administer registration procedures and to perform telephone operation and receptionist duties.
- Ability to work independently and exercise independence of actions and judgment.
- Ability to perform a variety of clerical and cashiering tasks including, filing, typing, payroll data entry, program registration and facility booking.
- Ability to maintain and order a variety of supplies and services and to process invoices for payment.
- Ability to operate standard office equipment.
- The successful candidate must be able to pass and maintain a background security clearance.

Apply by sending your resume quoting **competition #14-72, by July 30, 2014** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*