

*District of Sooke*  
*"Where the Rainforest Meets the Sea"*



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## **General Support Clerk/Receptionist**

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Located on the south western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic forty-five minutes' drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke has a permanent employment opportunity for the position of General Support Clerk/Receptionist.

The General Support Clerk/Receptionist provides front-office reception and general clerical support services to all departments. This position requires excellent customer service skills and the ability to interact courteously and tactfully with the public and co-workers, and the ability to focus on work and complete a variety of tasks in a busy environment amid interruptions and distractions.

To be considered, applicants should have:

- Grade 12, supplemented with a one-year post-secondary course in office administration and/or business courses
- Minimum 2 years' office experience, preferably in a municipal office environment
- Proficiency with Microsoft Office applications, including Word and Excel
- Working knowledge of general office procedures and practices
- Working knowledge & experience with cash receipting
- Ability to provide information to the public in a courteous, helpful, and tactful manner
- Ability to handle multiple incoming calls and work effectively in a busy office environment

This is a CUPE Local 374 position. The 2018 salary rate for the General Support Clerk/Receptionist is \$26.80/hour, plus an excellent benefit package.

To view the full job description, visit the employment page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment)

Please quote 2019-005 and indicate the position you are applying for in the subject of your email, and submit your detailed resume and a cover letter outlining your interest and experience for this opportunity to: [hr-jobs@sooke.ca](mailto:hr-jobs@sooke.ca)

**Closing date for receipt of applications is 4:30 p.m. Thursday, June 13, 2019.**

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.