

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	See Below*	SALARY:	\$22.53 - \$26.35 per hour (2021 rates) + 12% in lieu of benefits & vacation

Century House is seeking an outgoing, friendly “go-getter”, who enjoys working independently, to perform cashier, registration and customer service duties. Your job duties include registration, cashiering answering telephones, and providing information & assistance to the public. Must enjoy working with older adults 50+.

This position generally works a 4 to 4 ½ hour shift, weekday evenings, start & end times vary slightly.

If you have the following characteristics and qualifications, we want to hear from you:

- Grade 12, supplemented by the completion of courses in office administration or related discipline plus sound customer service, cashiering and clerical experience; or an equivalent combination of training and experience deemed suitable by the employer.
- Related experience in a municipal and/or recreation setting is preferred.
- Knowledge and experience in PerfectMind and POS systems is preferred.
- Sound knowledge of business English, spelling, punctuation, grammar as well as business math principles.
- Ability to deal effectively with the public, other employees and officials in supplying information and assistance; and provide excellent customer service.
- Ability to maintain sustained attention to detail and to make arithmetic calculations with speed and accuracy.
- Ability to assist in preparing, organizing and administering registration procedures, cashier and receptionist duties.
- Ability to perform filing, clerical and incidental typing duties related to the work.
- Ability to operate standard office equipment such as POS and computer, as well as related software programs and applications such as MS Office Suite.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

Hours of work: Weekday evenings based on operational needs.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by May 4, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-74**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.