



CITY OF PRINCE RUPERT

EMPLOYMENT POSTING

Posting Title: Clerk II - Casual

Department: Recreation and Community Services

Closing: December 1, 2020

Hours: Casual On-call

Union/Exempt: CUPE Local 105

Experience the wonder of living in the gorgeous setting of BC's northwest coast. A majestic city of over 14,000 (with an annual influx of 250,000 visitors) abounds with natural beauty and includes a bustling waterfront and charming heritage buildings. Affordable housing, ocean views and all the amenities for quality living are at hand.

Reporting directly to the Customer Service Coordinator, the Clerk II provides customer service and clerical support services at the Prince Rupert Recreation Complex. This position requires an individual with excellent customer service skills and organizational ability along with the capacity to work effectively and independently in a multi-tasking environment. The successful candidate will enjoy working with the public and possess conflict resolution attributes, be highly adaptable and a quick learner.

QUALIFICATIONS:

- Critical and creative thinking – the successful applicant can think systematically and explore possible solutions to problems in an innovative way
- Time management – the successful candidate can establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time
- Aptitude in customer service – the successful candidate will focus on improving guest experience and manage feedback in a respectful and professional manner

DUTIES & RESPONSIBILITIES:

- Facility bookings
- Answers inquiries relating to services and programs at the Recreation Complex and throughout the community
- Perform typing, filing, word processing, statistics, spreadsheets, publishing and cashier duties
- Supervise public of all ages and give direction regarding appropriate conduct and make certain of compliance to that direction
- Program registration services
- Adhere to all safety regulations and procedures
- Assist in emergency procedures
- Other duties as assigned

REQUIRED KNOWLEDGE & EDUCATION:

- Grade 12 or GED
- Knowledge of facility programs
- Knowledge of facility policies and procedures
- Standard First Aid
- Valid BC Driver's license

REQUIRED SKILLS & ABILITIES:

- Ability to deal with public and staff in a courteous, tactful and efficient manner
- Proficient calculator skills
- Excellent written and verbal communication skills
- Two years general clerical experience
- Computer experience, including word processing, data- base management, publishing and spreadsheet in a Windows-based environment
- Cashier experience with point of sale computer software.
- Accurate typing speed of 50 words per minute

FITNESS REQUIREMENT:

- Manual dexterity
- An acceptable level of fitness is required to complete the obligations of the job posting

Please submit your cover letter and resume to:

Johanna Currie, Recreation Complex Manager
1000 McBride Street
Prince Rupert, BC V8J 2H3
Email: hrrec@princerupert.ca
Fax: 250-627-8036

Application Deadline: December 1, 2020

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.