



Job Posting

Regional District of Central Kootenay
Creston, BC

CUSTOMER SERVICE REPRESENTATIVE 1 (CSR1)

INTERNAL POSTING

Part –Time

The Regional District of Central Kootenay (RDCK) is inviting applications for the position of CSR1 at the Creston & District Community Complex.

The Customer Service Representative (CSR) 1 is a member of the Customer Service Team of the RDCK Creston & District Community Complex. Duties include customer service, clerical duties, recording keeping, receiving and reconciling cash. The employee must be able to work under limited supervision and exercise care in routine dealings with other employees and provide assistance to customers using the facilities.

Our preferred candidate will be friendly, enjoy dealing with the public, and work well in a dynamic, fast-paced workplace.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Cash handling experience.
- Ability to communicate effectively with the public and staff, using tact and diplomacy.
- Demonstrated ability to work with minimal supervision and be an effective team player.
- Demonstrated time management skills and ability to prioritize work loads.
- Experience working in a front line working environment.
- Minimum one year experience creating and updating documents using Word, Excel, Outlook
- Valid B.C. Drivers License would be considered an asset
- Satisfactory Criminal Record
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.

The RDCK is an Equal opportunity Employer.

Employees at the Creston & District Community Complex have the opportunity to be a part of a great team of people and work in a modern, award winning facility they can be proud of. The facility boasts incredible fitness and aquatic amenities, extensive event spaces and has a brand new outdoor park space that is enjoyed by the whole community. More information about the facility is available on our website!

This is a part-time position working up to 24 hours per week. The successful candidate must be available to work a varied work schedule that includes day, weekend, and/or evening shifts. This is a union position and the current rate of pay is as per the collective agreement, CUPE Local 748. All applications to this posting will be reviewed prior to an external posting.

This posting along with a detailed job description can be found on our website at www.rdck/jobs.

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted by email until **3pm on Friday May 15, 2021**.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information or to apply contact:

humanresources@rdck.bc.ca | 250.352.1546

or visit rdck.ca/jobs