



## Internal/External Posting

### CASUAL RELIEF CLERK-TYPIST I COMOX COMMUNITY CENTRE

The Town of Comox invites applications for the Casual Relief Clerk-Typist I position at the Comox Community Centre. This is an on-call Union position (CUPE Local 556) with a rate of pay of \$28.66 per hour plus 12.8% in lieu of vacation and benefits. The successful applicant will be required for vacation replacement, sick leave and extra shifts, and will be required to work evenings and weekends.

The casual Clerk Typist I, under the direction of the Clerk III – Reception Supervisor, is responsible for designated operations of the front office. The successful candidate will possess excellent communication and problem-solving skills.

#### Typical Duties & Responsibilities include:

- Performs reception duties including telephone, email, and in-person inquiries;
- Answers customer inquiries regarding facilities, recreation programs, services, and special events, and handles complaints;
- Receives payments and processes registrations for recreation programs; and,
- Provides clerical support to staff.

#### Required Knowledge & Skills:

- Completion of Grade 12, High School diploma;
- Two (2) years direct reception/office experience in a busy customer service capacity;
- Excellent customer service, interpersonal, communication, organizational, time-management and problem-solving skills;
- Strong computer skills using Microsoft Word, Outlook and Excel;
- Experience in the use of recreation software is an asset;
- Current first aid certificate, including CPR-C and AED; and,
- Current clean criminal record check.

**A complete job description is available at [www.comox.ca/employment](http://www.comox.ca/employment)**

Applications for this posting will be received until **4:00 pm Tuesday, April 15<sup>th</sup>, 2025**. Qualified applicants are invited to apply by email to [jobs@comox.ca](mailto:jobs@comox.ca).

*We wish to thank all applicants for their interest, however, only shortlisted candidates will be contacted.*

Competition 25-07-IE

Dated: April 8, 2025

**Tel: 250-339-2202**

**Fax: 250-339-7110**

**Email: [town@comox.ca](mailto:town@comox.ca)**

**Address:**

**1809 Beaufort Avenue**

**Comox, B.C. V9M 1R9**

**We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.**