



# Job Posting

Regional District of Central Kootenay  
Creston, BC

## CUSTOMER SERVICE REPRESENTATIVE 1 (CSR1)

### 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 1 (CSR 1) is a member of the Customer Service Team of the RDCK Creston & District Community Complex. Duties include customer service, clerical duties, record 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

### MORE INFORMATION & HOW TO APPLY:

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 \$21.82/hr, plus an additional 15% in lieu of benefits as per the collective agreement, CUPE Local 748.

This posting along with a detailed job description can be found on our website at [www.rdck/jobs](http://www.rdck/jobs).

To apply please complete our online form which can be found here: [Apply Now!](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9am, September 27, 2024**

*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 | 250.352.1515

or visit [rdck.ca/jobs](http://rdck.ca/jobs)