

EXTERNAL POSTING

CUSTOMER SERVICE REPRESENTATIVE, PART-TIME

Posting No: 2026-13

Posting Date: March 30, 2026

Posting Expiry Date: April 20, 2026, at 4:00 pm

Strathcona Regional District is seeking a part-time Customer Service Representative for Strathcona Gardens Recreation Complex, to work varying shifts, including days, evenings, and weekends. This position provides reception and cashier services for Strathcona Gardens Recreation Complex. The hourly rate of pay for this job is \$26.20.

REQUIRED EDUCATION

- Grade 12

REQUIRED EXPERIENCE

- One year of experience with cash handling, customer service, computerized point of sale system, keyboarding and switchboard operation

REQUIRED LICENCES/CERTIFICATES

- Emergency First Aid
- CPR Level C with AED

PREFERRED EDUCATION

- Post-secondary courses in Applied Business Technology

PREFERRED EXPERIENCE

- One year of experience working with recreation software

HOW TO APPLY: Please forward your cover letter, resume and copies of the required certifications to hr@srd.ca, quoting "Posting 2026-13 Customer Service Representative, Part-Time" in the subject line of your application.



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca