

**Date posted: March 20, 2023**

The Butchart Gardens is looking to fill the following position:

**DEPARTMENT: ADMINISTRATION  
POSITION: SEASONAL RECEPTIONIST**

**DUTIES:**

- answer external and internal phone calls
- direct business contacts appropriately, take and relay messages
- greet business appointments
- answer and refer visitor inquiries by mail and phone
- process business mail
- order and receive stationery supplies for the company
- complete general correspondence
- clerical support for other departments
- data entry
- convey and seek information from co-workers, discuss daily priorities, pass off duties in a timely manner
- other duties as required

**REQUIREMENTS:**

- a minimum of one season in a front-line service position
- a broad knowledge about The Gardens and the services provided is an asset
- ability to provide excellent customer service
- ability to conduct oneself in a patient, polite and professional manner
- pleasant telephone manners
- multi-line phone experience is beneficial, but not essential
- competency in various computer programs including MS Office (Word and Excel), Outlook, and database experience
- good written and verbal communication skills
- excellent attention to detail
- ability to work within a small team, with frequently shifting priorities
- ability to work well under pressure and to prioritize work
- self-motivated, takes initiative, able to work without direct supervision

**This is a seasonal position with work commencing May 1 and finishing September 5, 2023.** The position works 32 - 40 hours per week, and will be scheduled to work both Saturdays and Sundays. Occasional weekends can be scheduled off to accommodate holidays or family responsibilities. Shift start times will vary; some evening work will be required. There is the possibility of additional work November through early January to assist with our Christmas season. This is an entry level position in the Administration Department and remuneration will be commensurate with the position and level of responsibility.

Please submit a cover letter and resume to the Human Resources Department, care of: The Butchart Gardens, 800 Benvenuto Avenue, Brentwood Bay B.C. V8M 1J8; or email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com) or fax: 250-544-4455

If you have any questions please contact Cathy Cowen, Director of Administration, or the Human Resources Department. To view a copy of this posting visit [www.butchartgardens.com/employment](http://www.butchartgardens.com/employment)

***We sincerely thank all those who apply, however, only those short-listed will be contacted.***