



LEASING CLERK POSITION (Regular Part Time Union Position)

Cultus Lake Park, “the Gem in the Valley” is located approximately one hour east of Vancouver, just south of the City of Chilliwack. With 640 acres it is one of B.C.’s most popular outdoor recreation destinations offering golf, sport fishery, watersports and more.

We are seeking a highly motivated, energetic person to join our team with your experience in customer service and with attention to detail. In this role you would be responsible for processing documentation for the administration of commercial and residential leases and maintaining all lease records and documentation related to land title files. You will be responsible for their records management, filing, archiving, and assist with the public and provide reception coverage when required.

Reporting to the Manager of Corporate Services / Corporate Officer the Leasing Clerk will be responsible to:

- Process documentation for administration of residential and commercial lease transfers and assignments
- Process and file estate, probate, CPL’s, liens
- File and process mortgages and discharges
- Assist lawyers/notaries, realtors, lenders, surveyors, and vendors in person, phone or email with respect to lease administration and the general public
- Prepare reports to the Board with respect to residential leases and/ or commercial leases
- Maintain all records and to update lease documentation and land title files, including BC Assessment notifications
- Update Vadim software for sales and address changes and updates
- Maintain residential master contact list
- Assist with the public and provide reception coverage when required
- Perform other administrative related duties as required

The ideal candidate will possess:

- Post-Secondary education, preferably a diploma or paralegal training or course related to conveyancing, legal assistant or equivalent combination of education and experience
- Preferred three years related experience with the ability to learn quickly
- Working knowledge or ability to quickly acquire knowledge of land titles systems, conveyance practices, and/or other Federal/Provincial/Municipal regulations, acts relevant to leased properties
- Ability to communicate clearly, and effectively, and must have exceptional customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public in many situations
- Adequate computer skills, with a high level of proficiency, detail and organization
- Sound knowledge of Cultus Lake Park and surrounding area
- Ability to handle confidential and sensitive matters

This is a Regular Part Time Union position, working up to 17.5 hours per week.

This is a Union position under the Collective Agreement between the Cultus Lake Park Board and CUPE Local 458. The wage rate for this position is \$28.89 per hour plus 12% in lieu of benefits. If you are interested in applying, please submit your resume, along with a cover letter, outlining how you meet the qualifications and send, in confidence, no later than 4:30 pm, February 13, 2026, or deliver to:

Email to: Rachel Litchfield, Manager of Corporate Services / Corporate Officer

Rachel.litchfield@cultuslake.bc.ca

Or Mail:

Cultus Lake Park

4165 Columbia Valley,

Cultus Lake BC V2R 5B5

For further information regarding Cultus Lake Park please visit our website at

www.cultuslake.bc.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.