

STRATHCONA REGIONAL DISTRICT EMPLOYMENT OPPORTUNITY - INTERNAL/EXTERNAL

POSTING No: 45 – 2017

JOB TITLE: Customer Service Representative – Part-time

POSTING DATE: November 8th, 2017

POSTING EXPIRY DATE: November 16th, 2017 at 4:00 p.m.

JOB SUMMARY

Strathcona Regional District is seeking a part-time Customer Service Representative for the Strathcona Gardens Recreation Complex. The Customer Service Representative reports to the Manager of Administration, Strathcona Gardens, and provides reception and cashier services for the Strathcona Gardens Recreation Complex.

QUALIFICATIONS & EXPERIENCE

- Grade 12 including bookkeeping
- Office procedures and computer application software (MS Office) courses
- MS Office including Word, Excel & Outlook
- Recreation Software/Facility Booking training preferred
- One year experience with cash handling, working with the public, electronic point of sale system, keyboarding and switchboard operation.

LICENCES/CERTIFICATES

- WHMIS
- Current Standard First Aid and CPR “C” Certificate

****Testing will be conducted as part of the recruitment process****

The rate of pay for this position is in accordance with the United Steel Workers, Local 1-1937 collective agreement. The successful candidates will be required to undergo and pass a criminal record check. Hours for this position will vary based on availability, facility scheduling requirements and backfilling during sick and/or vacation leaves.

We thank all applicants in advance for their interest, however only those under consideration will be contacted. Those wishing to apply should submit a resume with cover letter via email to: corporate@strathconard.ca.



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