

POSITION AVAILABLE
(Internal Posting)

POSITION: Receptionist – Recreation Complex
DEPARTMENT: Recreation & Leisure Services
STATUS: Unionized Position – Call-in basis
DURATION: Casual
POSTING DATE: March 29, 2016



DESCRIPTION OF WORK:

To receive and secure incoming cash and answer all inquiries made at the pool complex from patrons of the facility and all other duties as identified in the position description. The incumbent will be working at the Recreation Complex.

QUALIFICATIONS AND EXPERIENCE:

- Candidates must possess high school graduation or GED equivalent, supplemented by post-secondary education.
- Demonstrated experience in clerk typing and computer processing.
- Ability to accept and account for incoming cash, type with speed and accuracy, interact effectively with the general public in person and by telephone.
- Valid First Aid and C.P.R. certification.

SKILLS:

- Demonstrate the ability to perform general reception and office duties.
- Customer service skills, along with strong interpersonal skills.
- Strong written and verbal communication skills.

Applications must include a copy of documents confirming education requirements and references. The successful applicant must provide a Certificate of Conduct with Vulnerable Sector Check prior to commencement. Valid first aid and C.P.R. certification must accompany all applications.

COMPENSATION: As Per Collective Agreement

COMPETITION NUMBER: **CBS-16-17**
****Please reference the competition number on your application.***

CLOSING DATE: April 4, 2016 at 4:30 PM

SUBMIT TO: HR Coordinator - Resumes must be delivered to the Administration Department; emailed and faxed resumes will not be accepted.

The Town of Conception Bay South is an equal opportunity employer.

We thank you for your interest, however only those individuals selected for an interview will be contacted.