



Posting ID: 20085

Guest Services Representative

We are recruiting up to 5 positions
Permanent, Part Time: Schedules vary between 35 to 41 hours / bi-weekly
Varying shifts, which include nights and days
\$16.24 - \$19.87/hour

At the City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building. If we've caught your attention, you should know we're currently recruiting for permanent part time Guest Services Representative(s) to promote the Leduc Recreation Centre's services by identifying customer needs, recognizing moments of opportunity, providing value-added advice and providing the appropriate solution to meet customers' requests.

Reporting to the Guest Services Supervisor(s), you will provide friendly, courteous and professional service by assisting customers with a variety of functions including facility admission, membership sales and renewals, program registration, facility rentals and general phone, e-mail and Internet inquiries.

The successful candidate will possess a High School Diploma with a minimum of 1 year of customer service experience, including cash handling experience and MS Office Suite. IntelliLeisure computer experience and First Aid/CPR certificate are assets. Must have the ability to work flexible shifts, evenings and weekends. The successful candidate must be willing to provide a current Criminal Records Check as part of the hiring process.

If this sounds like you, we want to hear from you! To apply, please visit our website at:

www.leduc.ca/jobs

Competition closes at 12:00 noon (MT) on November 14, 2017. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.