



INTERNAL/EXTERNAL POSTING
CUPLEX/POOL – CASUAL
CUSTOMER SERVICE REPRESENTATIVE

The City of North Battleford is accepting applications for the above position, which is under the general direction of the CUplex Manager

Duties & Responsibilities:

- Provide excellent customer service as front line personnel to the public
- Responsible for admissions, passes, registrations, rentals and resale items
- Receive payment by cash, cheque, credit card, vouchers or auto debit
- Issue receipts, refunds, credits or change due to customers
- Prepare reports on daily cash, daily attendance and registrations
- Provide office support to Manager
- Maintain clean and orderly office area

Qualifications:

- Experience in cash transactions, cash outs, deposits
- Good working knowledge of Microsoft Office
- Knowledge of aquatic programs an asset
- Experience in MAX Solutions software
- Mature, organized, efficient and able to work independently or with a team
- Must be able to tolerate pressure and thrive in a busy environment
- Excellent verbal and written communication skills
- Excellent customer service skills

Salary and Benefits:

- Per CUPE agreement - \$16.03/hr
- No Guaranteed Hours

Commencement: Start date to be arranged.

Applicants may submit detailed resume to include applicable documentation & references to: Human Resources Dept., City of North Battleford, P.O. Box 460, S9A 2Y6, Fax: (306) 445-0411, email: hr@cityofnb.ca.

Note: The City of North Battleford wishes to thank all applicants, but only those selected for an interview will be contacted.