



Employment Bulletin (Internal/External)

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

Website:
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: hr@cityofnb.ca

Please note: Priority will be given to internal applicants.

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

Customer Service Representative

(Hours not Guaranteed) Casual

The City of North Battleford has a casual Customer Service Representative position available in the Parks and Recreation Department. This is an administrative position with the City of North Battleford and is the first point of contact for the City including the Battlefords COOP Aquatic Centre and Nations West Fieldhouse.

Reporting to the CUplex Manager, this position is responsible for front line receptionist duties, including but not limited to, answering phones, directing calls, welcoming the public, responding to request/inquiries. Processing admission, passes, registrations, rentals, and resale items. Receive payments by cash, cheque, credit card, vouchers, or auto debit and issuing receipts, refunds, credits or change to the customer. This position is responsible for providing office support to the CUplex Manager

QUALIFICATIONS:

- Successful completion of Grade 12 or GED equivalent deemed acceptable by the City. Secondary education in business studies is an asset.
- Good working knowledge of Microsoft Suite applications is an asset
- Moderate knowledge of accounting and financial processes
- Ability to work independently and in a team environment
- Ability to effectively communicate with patrons in a courteous and professional manner
- Knowledge of office equipment and filing systems
- Conflict management skills are an asset
- Valid Class 5 drivers licence
- Provide a clear Criminal Record Check with Vulnerable Section upon hire

Competition Number:	CSR003
Rate of Pay:	\$17.01 per hour (2019 CUPE 287)
Hours of Work:	No guaranteed hours, schedule varies to Facility hours.
Competition Closing Date:	Until Suitable Candidate is found

This position is covered by the Canadian Union of Public Employees (CUPE), Local Union No. 287 Collective Agreement.