

INTERNAL POSTING

CUSTOMER SERVICE REPRESENTATIVE, FULL-TIME TEMPORARY

Posting No: 2024-04

Posting Date: January 23, 2024

Posting Expiry Date: January 31, 2024 at 4:00 pm

Strathcona Regional District is seeking a full-time temporary Customer Service Representative for Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends. This position provides reception and cashier services for Strathcona Gardens Recreation Complex.

REQUIRED EDUCATION

- Grade 12

REQUIRED EXPERIENCE

- One year of experience with cash handling, customer service, computerized point of sale system, keyboarding and switchboard operation

REQUIRED LICENCES/CERTIFICATES

- Emergency First Aid
- CPR Level C with AED

PREFERRED EDUCATION

- Post-secondary courses in Applied Business Technology

PREFERRED EXPERIENCE

- One year of experience working with recreation software

The hourly rate of pay for this job is \$23.63 and increases to \$25.02 with experience

HOW TO APPLY: Please forward your cover letter, resume and copies of the required certifications to hr@srd.ca quoting "Posting 2024-5 Customer Service Representative, Full-Time Temporary" in the subject line of your application.



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