

COMMUNITY SERVICES SUPPORT 1 – AQUATICS CASHIERS

The City of Camrose is seeking highly motivated, energetic and reliable individuals with a strong aptitude in customer service to join our Aquatics team as casual Cashiers to support the administrative operation of the Aquatic Centre and to assist the public regarding aquatic program information.

FUNCTIONS/DUTIES (but not limited to):

- Handle registrations, admittance, membership & product sales.
- Public relations and customer service, including in-person and over the phone.
- Promotion of Aquatic programs.
- Light maintenance duties.

QUALIFICATIONS:

- Excellent communication and customer service skills.
- Experience handling cash.
- Knowledge and experience in Microsoft Word and Excel.

HOURS OF WORK: Hours of work are on an as-required basis and typically include early mornings, evenings and weekends with the occasional coverage during weekday afternoons. Weekend availability is required.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below. Position will remain open until all suitable candidates found. **We appreciate and consider all applications, however only those shortlisted will be contacted.**

CONTACT:

City of Camrose

Attention: Manager of Aquatics

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

P: 780.672.9909 | E: aquatic@camrose.ca | W: www.camrose.ca