

## **AQUATIC CENTRE LEAD RECEPTIONIST**

The City of Camrose is seeking a highly motivated, energetic and reliable individual with a strong aptitude in customer service for the Lead Receptionist position at our Aquatic Centre. This individual will be responsible for helping oversee the administrative operation of the Aquatic Centre, will assist the public regarding all aquatic programs, and be part of the Aquatic Leadership Team.

### **FUNCTIONS (but not limited to):**

- Public relations and customer service, including in-person and over the phone.
- Cashier duties such as: registrations, membership & product sales, admittance, light maintenance.
- Cash out, balancing and financial reporting.
- Promotion of Aquatic programs, including assisting with marketing.
- Facility bookings.
- Training & communication with Cashiers.
- Assist Leadership Team through communication, feedback and updates.
- Invoicing, reporting and data entry.

### **QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Excellent communication and customer service skills.
- Minimum 3 years' experience involving sales, inventory and handling cash.
- Knowledge and experience in Microsoft Office Suite including Word and Excel.
- Perfect Mind knowledge considered an asset.
- Standard First Aid certification considered an asset.
- Previous supervisory and/or management skills considered an asset.
- Aquatic experience considered an asset.

**HOURS OF WORK:** The position works non-standard 37.50 hours per week, which includes afternoons to evening, and occasional weekend shifts. Additional hours may be required depending on events, projects and timelines.

**SALARY & BENEFITS:** The City of Camrose offers a competitive salary, attractive benefits and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume to the address below. This position will remain open until a suitable candidate is found. Interviews will be conducted throughout the process. 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](mailto:aquatic@camrose.ca) | W: [www.camrose.ca](http://www.camrose.ca)