



## JOB POSTING

### Internal/External – CUPE Local 1050-01

<b>Position:</b> Clerk Receptionist	<b>Status:</b> Casual
<b>Posting Date:</b> May 16, 2017	<b>Application Deadline:</b> May 30, 2017 by 4pm
<b>Competition number:</b> 17-25	<b>Wage:</b> \$23.88
<b>How to apply:</b> Please send your resume with competition number, in confidence to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Fax (250) 992-1512 or Email: <a href="mailto:hr@quesnel.ca">hr@quesnel.ca</a> (Word or pdf document only please)	

The Leisure Services Department requires a Casual Clerk/Receptionist to provide coverage for vacations, sick time and other leaves at the Quesnel & District Arts & Recreation Centre. This position involves being on-call and working varied shifts during hours of operation Monday to Sunday, including evenings and/or weekend shifts. This position reports to the Recreation Manager and is open to all female and male applicants.

#### Nature of Position

The Clerk/Receptionist plays a very important role as the first point of contact between the general public (our customers) and Leisure Services.

#### Duties:

In this role, the Clerk/Receptionist will be expected to perform a number of specific duties, including:

- Address all telephone and in-person inquiries
- Book facilities for customers
- Process admissions and registrations
- Prepare and sell concession items
- Other related duties as required

#### Required Qualifications:

#### Knowledge, Skills and Education:

As the ideal candidate you will possess:

- Grade 12 education

- Ability to type a minimum of 50 words per minute
- Have exceptional customer service skills and highly motivated personality
- A professional and courteous disposition making you a natural for dealing with the public
- You are up-to-date with office procedures
- You are proficient in office software applications such as Microsoft Word

**Hours of Work**

Normal hours of work as per Article 17 – HOURS OF WORK”. This position may however, involve split shifts.

Interviews and job related tests may be required.