



**THE TOWN OF THE PAS
REQUIRES A**

FRONT DESK ATTENDANT – PART TIME POSITION

The Front Desk Attendant is responsible for providing customer service in the areas of memberships, registration and information on programs offered. The successful candidate will be required to assist in the delivery of basic facility orientation and the administration of recreation programs in the Wellness Centre.

QUALIFICATIONS:

1. Minimum of a grade 12 (or active student).
2. Experience as a receptionist an asset.
3. Demonstrated customer service skills.
4. Excellent computer skills.
5. Ability to use standard office equipment (photocopier and fax machine).
6. Excellent verbal & written communication skills. Cree or French an asset.
7. Satisfactory results from a Criminal Records, Vulnerable Persons & Child Abuse Registry Check.
8. A valid First Aid Certificate and a CPR Level C certificate is an asset.

The qualifications listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Front Desk Attendant job description, a copy of which is available on request and will be provided to all Interviewees.

WAGE RATE: **\$18.22/ hour** as per CUPE #745 Collective Agreement

HOURS OF WORK: Scheduled Shift Work (includes evenings and weekends)

“This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba.”

Applications will be accepted up to **September 25th, 2017 and should be directed to:**

Keri-Lee Zaharia, Human Resource Officer

keriz@townofthepas.ca

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

We thank all candidates for their interest however only those selected for an interview will be contacted.