



Customer Service Representative (Permanent Part-Time)  
Recreation Services Department  
*(Temporary 12 Month Term)*

**Application Deadline: 4:00 pm Monday, January 24, 2022**

The District of Mackenzie is currently accepting applications for Permanent Part-time Customer Service Representative positions for the Mackenzie Recreation Centre.

This position is responsible for responding to inquiries from the public and providing information to the public on Recreation Services activities and Recreation Centre and Community Events. The Customer Service Representative also collects admissions, registers customers in programs and accepts bookings for facility rentals.

The successful candidate must have completed Grade 12 and have proven word processing skills for producing documents and entry of data.

This position has frequent contact with the public therefore the successful applicants must be able to deal with the public in a professional, tactful and positive manner. This position will appeal to individuals who are available to work evenings and weekends. The successful applicant will be subject to a Police Information Check.

This is a unionized position within the CUPE 3706 Bargaining Unit, offering an hourly wage of \$21.56 with a minimum of 28 hours per week.

If you feel you are qualified for this position you are invited to submit your resume with a cover letter indicating Permanent Part-time Customer Service Representative Competition. Please provide details concerning work experience, education, qualifications and employment references to:

District of Mackenzie  
Bag 340 – 1 Mackenzie Blvd.  
Mackenzie, BC, V0J 2C0  
Attention: Kaleena Wilson, Human Resources Coordinator  
Email: [kaleena@districtofmackenzie.ca](mailto:kaleena@districtofmackenzie.ca)

*The District thanks all interested applicants in advance, however only those short-listed will be contacted.*