



Customer Service Representative
Part-Time
Recreation Services Department

Application Deadline: Open Until Filled

The District of Mackenzie is currently accepting applications for two (2) 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 about Recreation Services activities, 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.

This is a unionized position within the CUPE 3706 Bargaining Unit, offering an hourly wage of \$23.05.

If you feel you are qualified for this position you are invited to submit your resume with a cover letter indicating Part-time Customer Service Representative. 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: Brittany Clarke, Human Resources Coordinator
Email: bclarke@districtofmackenzie.ca

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