Part- Time Customer Service Representative
Recreation Services

Application Deadline: Open Until Filled

Summary:
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.

Qualifications:

- Have completed Grade 12 or equivalent.
- Excellent communication and interpersonal skills to be able to be professional, tactful and positive when interacting with members of the public.
- Have proven word processing skills for producing documents and entry of data.
- Must have the ability to pass a Police Information Check.

Job Details:

- **Type:** Part-time union employment.
- **Salary Range:** This is a unionized position offering an hourly wage of $24.69.
- **Hours:** Shift times vary and include days, evenings, and weekends.
- **Location:** District of Mackenzie Recreation Centre, 400 Skeena Drive.

About Mackenzie:
Located in the scenic Northern Rocky Mountain Trench, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. Mackenzie's Recreation Centre is the hub of the community with an arena, pool, fitness centre, climbing wall, multi-use court, and community hall available year-round. These amenities with the safety afforded by small town living make Mackenzie ideal for young working individuals and families. Discover more by viewing our Visit Mackenzie BC Guide.

Join Our Team!
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: Corrine Higgins, Human Resources Coordinator
Email: chiggins@districtofmackenzie.ca

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