



TOWN OF THE PAS
REQUIRES A
FRONT DESK ATTENDANT

Full Time Term (Maternity Leave – up to 18 months)

The Town of The Pas is currently seeking a responsible, motivated and reliable person for the position of Front Desk Attendant within our facility.

FUNCTIONS:

As a Front Desk Attendant, you would be responsible for providing customer service assistance in the area of memberships, registration and information on programs offered. The selected candidate will be required to assist in the delivery of basic facility orientation and the administration of recreation programs in the Wellness Centre.

QUALIFICATIONS:

- Grade 12 education and successful completion of an Administrative Assistant program (or an equivalent combination of education and demonstrated experience will be considered).
- Excellent organizational, written and verbal skills.
- Ability to prioritize daily work load effectively and perform duties efficiently with minimal supervision
- Demonstrated customer service skills.
- Excellent computer skills and operational knowledge of standard office equipment.
- Satisfactory results from a Criminal Records, Vulnerable Persons & Child Abuse Registry Check.
- A valid First Aid Certificate and a CPR Level C certificate is an asset.

HOURS OF WORK: Rotational shifts (days and evenings) Monday through Friday

WAGE RATE: As per CUPE agreement **\$18.40/hour**

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

Applications will be accepted up to **November 1st, 2018** and are to be directed to:

Keri-Lee Zaharia, CPHR – 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 in advance, but will only contact those selected for an interview.