

## **CASUAL CUSTOMER SERVICE REPRESENTATIVE - QUEENS PLACE EMERA CENTRE**

Region of Queens Municipality is seeking applications from energetic, reliable, and self-motivated individuals to join our team at Queens Place Emera Centre as **casual Customer Service Representatives**. There are two positions available at this time.

As a casual Customer Service Representative, you are the first point of contact for patrons contacting or entering the facility. A positive attitude, strong communication skills and ability to provide outstanding customer service are essential to this position. In addition, you will be responsible for; answering phones; responding to emails; sales, payment & rental transactions; organization of front desk space; cash handling and balancing; administrative tasks; and being a general ambassador of the facility and all its programs and services.

### **The ideal candidate will have:**

- Experience using Microsoft Office programs (such as e-mail, word processing, spreadsheets, and databases).
- Excellent communication and customer service skills (including written, in person and over the phone).
- First-Aid, CPR and WHMIS (hold or be willing to obtain).
- Ability to work flexible hours, including daytime, evening, weekend and holiday shifts as required.
- Ability to multi-task, proficient time management skills, detail oriented, and enjoy working with the public.

**The hourly rate for this position is \$18.50 + 4% vacation pay.**

Please submit your resume and cover letter to:

Region of Queens Municipality  
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