



Part Time Customer Service Representative (CSR)

The Region of Queens Municipality is seeking a well organized, reliable and self motivated individual to join our team at Queens Place Emera Centre as a Customer Service Representative.

It is essential that this individual is able to balance the demands of facility users as well as provide excellent customer service in a manner which ensures that the needs of all users are met. The CSR will have strong communication skills, proficient time management skills, and possess a strong knowledge of administrative functions. This individual will be sales focused with the ability to relate to all users and user groups of Queens Place.

The ideal candidate must demonstrate excellent administrative skills and have superior customer service skills as well as:

1. Possess an understanding of the computer applications utilized for billing scheduling, word processing, customer relations, membership management and other administrative software such as, but not limited to; Simply Accounting, Access, Microsoft Word, Google Calendar.
2. A demonstrated knowledge of designing posters and promotional material by use of Canva or alternate design program.
3. Must be willing to obtain First-Aid, CPR, WHMIS and Serve Right. Maintaining up-to-date certification is required over the term of employment.
4. Must agree to annual Criminal Records and Child Abuse Registry Checks.

This position will require evenings and weekends as well as holidays, as needed.

A detailed job description may be obtained in person at Queens Place Emera Centre or by contacting Customer Service at 902-354-4422. Only those selected for an interview will be contacted.

Applications close on Wednesday, April 12, 2017.

Resumes can be submitted by email, by fax or by mail to the address below:

Roslyn Rowter, Administrative Manager
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