



westside

A place to play....and work!

Westside Recreation Centre

2000-69 Street SW, Calgary, Alberta

work@westsiderec.com

POSITION TITLE: Customer Service Representative: Part- time

WHO IS WESTSIDE:

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with a fun, healthy and affordable environment with world class activities, including a hockey and skating facility, fitness centre, gymnasium and an aquatic park.

BENEFITS OF BEING AT WESTSIDE:

- Competitive wages & benefits
- Close proximity to LRT lines
- Use of Recreation Facility
- Scholarship Opportunities

POSITION DESCRIPTION:

- Exceed customer's expectations in all service aspects
- Provide exceptional customer service and facility information to our customers
- Accurately process and complete all transactions, payments and consistently balance daily cash outs
- Provide program information and process program registrations
- Provide membership information and process membership sales
- Assist in Customer Service Desk administrative tasks

WORK TERM:

- Part-time position, variable shifts including evenings and weekends, approximately 8-20 hours/week (year-round employment)

QUALIFICATIONS/ SKILLS REQUIRED:

- Previous cash handling and front-line customer service experience
- Excellent communication and customer service skills
- Ability to develop effective working relationships and participate as an effective member in a team environment
- Current Standard First Aid and CPR certification
- Strong computer skills, previous experience on the CLASS system an asset
- Background in community recreation an asset

CLOSING DATE: open until a suitable candidate has been found

TO APPLY, EMAIL YOUR RESUME TO: work@westsiderec.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks.