

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Non-standard hours of work* 20 hours per week	SALARY:	\$22.53 - \$26.35 per hour (2021 rates) + 10% in lieu of vacation, statutory holidays + benefits

Centennial Community Centre is seeking a customer service oriented individual to join their diverse and passionate recreation team! Working both independently and as part of the team, you will be the friendly first point of contact for visitors in our fast paced facility and will perform a variety of front line customer service related responsibilities including: receiving and processing a variety of payments, balancing and preparing remittances and deposits, program registration, reception duties, and providing information and assistance to the public.

If you have the following characteristics and qualifications, we want to hear from you!

- Grade 12, supplemented by the completion of courses in office administration or related discipline plus sound customer service, cashiering and clerical experience; or an equivalent combination of training and experience deemed suitable by the employer.
- Related experience in a municipal and/or recreation setting is preferred.
- Knowledge and experience in PerfectMind and POS systems is preferred.
- Sound knowledge of business English, spelling, punctuation, grammar as well as business math principles.
- Ability to deal effectively with the public, other employees and officials in supplying information and assistance; and provide excellent customer service.
- Ability to maintain sustained attention to detail and to make arithmetic calculations with speed and accuracy.
- Ability to assist in preparing, organizing and administering registration procedures, cashier and receptionist duties.
- Ability to perform filing, clerical and incidental typing duties related to the work.
- Ability to operate standard office equipment such as POS and computer, as well as related software programs and applications such as MS Office Suite.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

*This position may be scheduled to work on days, evenings, weekends and statutory holidays.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by April 11, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-61**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.