

Nipawin Evergreen Centre

Receptionist (Full-Time - Permanent)



General Statement of Duties: Under general supervision from the Program Coordinator, the Nipawin Evergreen Centre Receptionist is responsible for the day-to-day operations of the Nipawin Evergreen Centre. This position requires an energetic team player with strong public relations, organizational and management skills, computer literacy and excellent oral and written communication abilities.

Salary: Based on CUPE #777-01 Collective Agreement. (Interim Rate: \$18.00/hr)

Reporting to the Program Coordinator, the Nipawin Evergreen Centre Receptionist will perform duties as required in the following areas:

1. Proficiency with computer applications, typing skills and working knowledge of general office equipment.
2. Excellent interpersonal, communication and organizational skills
3. Ability to carry out a cash collection procedure that conforms to sound, acceptable accounting practices, as approved by the Director of Finance and Administration
4. Willingness to work cooperatively in a team
5. Possess excellent telephone skills
6. Ability to promote the Facility in a positive manner
7. Ability to adapt to different situations that may be assigned
8. Able to work with clients and customers for the Centre as required
9. Answer phones, direct calls, relay messages, respond to inquiries
10. Assists the Program Coordinator in facility bookings and special events for the Centre
11. Make all invoices - Invoice meetings, special events & banquets, etc.
12. Oversight and filling the Direct Cash Machine (ATM)
13. Work with the Program Coordinator to ensure all events are organized as required
14. Work with the Building Maintenance / Ice Technicians on any building maintenance requirements
15. Take care of the day to day business needs of our clients and customers as required
16. Work with restaurant management and staff to meet our customers' requests
17. Perform other duties as assigned

Required knowledge, skills and abilities:

A minimum of three (3) years' experience in an office environment. Proficient in computer use, including word processing, spreadsheets, and databases. Knowledge of municipal government would be an asset. Ability to multi-task is required, as well as confidence in handling complaints and inquiries from the public. Diploma / certificate from a recognized business school would be preferred.

Start date for this position is June 12th, 2017 or a negotiated date satisfactory to both parties.

Candidates are invited to submit applications by May 23rd, 2017 detailing qualifications, experience, education, and references to:

Chelsea Corrigan, Director of Parks & Recreation
Town of Nipawin
P.O. Box 2134
Nipawin, Sask. S0E 1E0
Phone: (306) 862-9866
Email: c.corrigan@nipawin.com