



RECREATION

EMPLOYMENT OPPORTUNITY INTERNAL

Customer Service Clerk Casual

The Town of Hay River is accepting applications for the position of Casual Customer Service Clerk.

Reporting to the Recreation Programmer, the Customer Service Clerk will assist in providing a strong positive image for the Recreation & Community Services Department. The primary role encompasses reception, cashier, and clerical duties at the Recreation Centre.

Required Qualifications:

- Minimum high school diploma
- Knowledge of Windows, Microsoft Word, and Excel
- Ability to respond to inquiries from the public and provide superior customer service
- Cash handling and cashier experience
- Willingness to attend training and learn new skills
- Perform other related duties as required

Compensation:

- \$19.68 per hour.

Applicants must include a detailed resume and cover letter, which can be submitted in person or through email

Attention:
Town of Hay River
adminofficer@hayriver.com

73 Woodland Drive
Hay River, NT X0E1G1
Fax: 867-874-3237
www.hayriver.com

Successful applicants will require Criminal Records Check

Only applicants selected for an interview will be contacted.