



Town of Iroquois Falls Employment Opportunity Pool Desk Receptionist - Casual

Reporting to the Director of Recreation, the successful candidate will:

- Be proficient in multitasking and must provide a friendly and welcoming experience by greeting customers as a first point of contact
- Process reception duties, including cash and point of sale transactions
- Assist with the promotion of recreational programs/courses

Required education and work experience:

- Minimum of a Grade 12 education in Ontario or equivalent; and
- Experience with iCity Software and/or municipal environment will be considered an asset.
- Three years' experience in a customer service capacity
- Three years' experience processing point of sale (POS) transactions

A detailed job description listing all of the position's requirements may be obtained on the municipal website: www.iroquoisfalls.com.

Please forward your confidential résumé, detailing current qualifications along with a covering letter stating the position you are applying for, **by 4:00 p.m. on Friday, August 27th, 2021** via email: hr@iroquoisfalls.com or mail to:

Town of Iroquois Falls
Attn: HR
PO Box 230; 253 Main
Street Iroquois Falls, ON
P0K 1G0

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

Those who have already submitted a resume are not required to reapply.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.