



Town of Iroquois Falls Employment Opportunity Pool Desk Receptionist - Casual

Reporting to the Director of Recreational Services, 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 cover letter stating the position you are applying for, **in PDF format by 12:00PM, on Friday, November 18th, 2022**, via email to: hr@iroquoisfalls.com, or by mail to:

Town of Iroquois Falls
253 Main Street, P. O. Box 230
Iroquois Falls, ON
P0K 1G0

ATTENTION: KIM LAUZON, CLERK

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

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.