



Employment Opportunity

Casual Customer Service Representative

The Town is seeking an energetic, dynamic individual for the position of a Casual Customer Service Representative. The successful candidate will be strongly devoted to public service, be team orientated, innovative and result driven. This person will be part of a great team in providing exceptional customer service, recreation program and facility information from the Community Services Department to the public. The days of work will be between Monday to Sunday working evenings, weekends, and holidays with a minimum of 2 weekends per month.

You will be working in a vibrant community of 5,000 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the new Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team, you will have the following qualifications:

- Responding & troubleshooting customer inquiries and complaints.
- Excellent computer skills and database experience.
- Experience with cash handling and administrative procedures.
- Able to work evenings, holidays, and weekends.
- Required to lift, setup and move fitness equipment and consistently monitor and perform walking checks throughout the facility.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780.349-4444
Email: employment@westlock.ca