

## Job Information

Job title	<b>Recreation Receptionist</b>	Job Code: RREC	Pay Grade: E
Title of immediate supervisor	Administrative Supervisor		
Department/Division	Parks, Recreation & Community Services		
Prepared by	N. Pallan		
Date Created	Dec 15, 2014	Revised date	Feb 24, 2020

## Job Purpose

Performs cashiering and clerical work involving contact with the public. The primary responsibilities include program registration, answering telephone and counter enquiries, filing system maintenance and general typing/keyboarding.

## Duties and Responsibilities

- Types a variety of forms, flyers, brochure copy, reports, memoranda, letters, minutes, envelopes etc. as required.
- Answers telephone and counter enquiries relating to programs, facility rentals, services and other general enquiries for the department.
- Performs global registration and processes all related paperwork.
- Receives payment for programmes and services and processes client and retail sales information through computer and cash register including credits and refunds.
- Maintains accurate statistical/filing systems for the facility.
- Receives, records, and balances daily deposits and prepares floats.
- Operates a variety of office equipment.
- Provides clerical support to various business/ operational units in facility.
- Performs related work as required.

## Qualifications

- Grade 12 or equivalent.
- Six months experience working in an administrative office with reception counter experience.
- Proficient in Microsoft Office Suite.
- An equivalent combination of education and experience may be considered.

## Physical Requirements

No physical activity required. However, you are required to remain at the front reception area when working alone.

## Working Conditions

Front line position interacting with the public where the reception desk is positioned near the entrance to the building.