

Job Information

Job title	Recreation Receptionist	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 cashing 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.
- Keyboarding speed of 40 wpm.

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.