



## **GUEST SERVICES ATTENDANT (Part-time)**

Does the idea of working in a fun, creative and team oriented environment appeal to you? Do you love working with people and have excellent customer service skills. Then the Trico Centre for Family Wellness is looking for you.

Trico Centre is currently seeking enthusiastic, outgoing and friendly individuals for their Guest Services area. If you are searching for a great part-time position and can work Monday – Friday evening and weekend shifts this may be the opportunity for you.

This position requires enthusiastic, friendly and courteous individuals willing to work schedules that accommodate the needs of the area. The role includes a variety of tasks including dealing with facility patrons, handling cash and program admissions.

### **Responsibilities:**

- Delivers quality customer service
- Handles cash and program admissions
- Deals with customer inquiries and concerns
- Maintains a clean and organized work space
- Documents, and communicates facility and program information to customers and staff
- Shows a positive and professional attitude

### **Qualifications:**

- Previous customer care experience preferred
- Proficient and accurate in handling cash flow duties
- Computer literate – CLASS System experience is an asset
- Must be able to work scheduled evenings and weekends depending on shift requirements
- A strong sense of urgency when assisting patrons
- Completion of High School Diploma or greater
- Able to multi-task

**Required Skills/Experience:**

- Strong sense of customer service
- Punctual, reliable
- Enjoys working with people of all ages
- Greeting customers and providing facility tours
- Excellent communication skills
- Friendly, enthusiastic
- Hardworking, professional and a team player
- Organized and a strong attention to detail

**What we offer:**

- An opportunity to work and play in the same environment
- A great part-time opportunity and stable work environment
- Free facility membership and discounted registration on programs
- New Competitive wage scale and perks
- A fun, positive and respectful work environment

**Closing Date:** Open until filled

**Location:** 11150 Bonaventure Drive SE

Only those individuals selected for an interview will be contacted. Thank you for your interest in Trico Centre for Family Wellness. "We are an equal opportunity employer".

Please send applications to:  
Trico Centre for Family Wellness  
11150 Bonaventure Dr. SE  
Calgary, AB T2J 6R9  
Attention: Guest Services / Sales Director

Email: [kleong@tricocentre.ca](mailto:kleong@tricocentre.ca)  
Fax: 403-278-7573