



JOB OPPORTUNITY

Part-Time Receptionist AYR Motor Centre

The Recreation and Community Services Department at the Town of Woodstock, NB www.woodstocknb.ca is hiring a **PART-TIME RECEPTIONIST**, based out of the Ayr Motor Centre multiplex. This is the ideal opportunity for a highly organized individual, who enjoys working in a fast-paced, dynamic environment, is capable of exceptional customer service and takes pride in being the first point of contact at the Town's multi-purpose recreational facility. If so, this might be the opportunity for you! The primary responsibility of this position is to provide reception coverage for the AYR Motor Centre every other weekend shifts (7:30am – 3:00pm or 2:30pm – 10:00pm) - with occasional weekday evening shifts based on scheduling needs (5:30 – 10:00pm).

ROLE AND RESPONSIBILITY

Duties may include, but are not limited to the following:

- Welcoming clients
- Taking payments
- Replying to phone and e-mail messages.
- Enrolling clients in requested recreational programs or facilities using the center's software
- Verifying and selling of memberships
- Balancing & end of day cash ups, opening & closing related systems

SKILLS AND QUALIFICATIONS

- Post-Secondary Education in Office Administration or Business Administration
- An ability to prioritize and manage expectations
- A keen eye for detail
- An ability to work independently
- The ability to communicate articulately and effectively with the public and other external/internal stakeholders

Rate of Pay: \$16.00

Interested applicants must submit a resume with cover email to hr@woodstocknb.ca by **April 9, 2025**. Only candidates selected for further consideration will be contacted directly.