



EMPLOYMENT OPPORTUNITY

Applications are being accepted for the following position in Portage Regional Recreation Authority Inc.

PART-TIME CUSTOMER SERVICE CASHIER

Under the general supervision of the Manager, Recreation Services, the Customer Service Cashier will provide customer service, registration, rental, programming, and clerical support at the PCU Centre. The Cashier shall also assist in promoting and ensuring the provision of a safe, enjoyable environment for all patrons utilizing any PRRA owned or operated facilities. Strong customer focus is key.

EXPERIENCE & QUALIFICATIONS: Previous experience in handling cash and dealing with the public is required. A working knowledge of customer service practices; computerized database(s), office practices, procedures and equipment. Skills include, operating personal computer equipment and software, including facility booking and program registration programs. Work independently and in an open office team setting. Multi-task, prioritize and meet deadlines in a fast paced work environment.

SALARY RANGE: \$12.00 per hour.

****This position is also subject to a Child Abuse Registry Check and a Criminal Record Check.***

Please forward application to:
Human Resources, PRRA
c/o 97 Saskatchewan Avenue East,
Portage la Prairie, MB R1N 0L8
PHONE (204) 857-7772 FAX (204) 239-1520
Or e-mail cjackson@pcucentre.ca
Website: www.pcucentre.ca

**APPLICATIONS MUST BE RECEIVED BY 4:30PM FRIDAY August 13, 2010 AND MARKED
"CUSTOMER SERVICE CASHIER- PRRA".**

We thank all applicants for applying however only those being considered for an interview will be