



## **Job Opportunity**

### **Customer Service Representative: Front Desk/Box Office & Bowling Lanes (Part-time)**

Are you an energetic, positive, and reliable individual who thrives in a fast-paced, customer-focused environment? The City of Summerside is seeking enthusiastic and motivated Customer Service Representatives to join our team at Credit Union Place, supporting both the Front Desk/Box Office and Bowling Lanes

At Credit Union Place, you'll be part of a team that helps create a welcoming and fun experience for our guests. From assisting visitors at the front desk, selling concert tickets and memberships, to ensuring a great time at our five-pin bowling lanes, every day will bring variety and new opportunities to connect with the community.

#### **Duties include:**

- Provide outstanding customer service in-person and over the phone
- Process sales of memberships, event tickets, and bowling lane bookings
- Perform general office duties and support daily operations
- Handle cash, debit, and credit transactions accurately
- Operate computer software, POS systems, and related technology
- Keep the workspace organized while managing multiple priorities
- Working in the Bowling Lanes includes service in the licensed lounge area
- Adapt to changing tasks and customer needs in a busy environment

#### **Required Qualifications and Competencies:**

- Strong communication and interpersonal skills
- Proven ability to multitask, prioritize, and work under pressure
- Friendly, positive attitude with a team-oriented mindset
- Reliable with a solid work ethic and attention to detail
- Computer literacy and comfort with technology
- Experience in customer service or hospitality considered an asset
- Bilingualism (English/French) is an asset
- Must have or be willing to obtain a Responsible Beverage Server Certificate (19+)

**To be considered for this position candidates must be able to work flexible hours which include early morning, daytime, evening, and weekend shifts.**


**Hours:** 15-20 hours per week

**Wage:** \$16.00-\$19.00 per hour

**How to Apply:**

To apply, please submit a confidential cover letter and resume outlining your qualifications and interest in the position. Be sure to include “Customer Service Representative: Front Desk & Bowling Lanes” in the subject line of your email.

 **Email:** [jobs@summerside.ca](mailto:jobs@summerside.ca)

 **Deadline to apply:** Friday, **June 27** at **12:00 PM (AST)**

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.