EMPLOYMENT OPPORTUNITY

Fitness Centre Attendant / Administrative Support

Bruce II Sports Centre

The Town of Channel-Port aux Basques is accepting applications for a part-time / seasonal position of Fitness Centre Attendant/Administrative Support for 25 - 30 hours per week. Hours are for evenings, weekends and holidays as required.

Duties include but are not limited to:

- customer service
- issue fitness passes
- answering phone calls
- scheduling event bookings
- housekeeping of the fitness centre
- updating social media

Candidate must have experience using office equipment, handling cash, writing receipts. Must have good communication skills and the ability to work with the public.

Resumes must outline education, previous work experience, and include three work related references. Only those selected for an interview will be contacted.

Requirements:

· Grade 12 or equivalent and post-secondary courses or experience in administration
· RCMP Certificate of Conduct (dated no earlier than 6 months from start date)
· RCMP Vulnerable Sector Check (dated no earlier than 6 months from start date)

The Bruce II Sports Centre is a great place to work with access to the fitness facility, to the pool and we offer the opportunity for professional growth and training.

Wage: $16.75/hour (non-union) **Anticipated start date:** October 7, 2024

Deadline: Wednesday, September 25, 2024 at 4:00pm

Applications should be forwarded to:

Recreation Manager, Bruce II Sports Centre, Port aux Basques, NL A0M 1C0
Email: adavis@portauxbasques.ca

For further information please contact the Bruce II Sports Centre at 709-695-3592

In accordance with the Access to Information and Protection of Privacy Act, 2015, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The Town of Channel-Port aux Basques is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.