



Nustadia Recreation Inc.

GUEST SERVICES REPRESENTATIVE (S) (Part-time)

Merlis Belsher Place - University of Saskatchewan

NRI, the Facility Operator, is looking for team members interested in being a part of an administration and recreation facility within the role of guest services. This individual enjoys interacting with the public, is enthusiastic and able to represent NRI with professionalism.

The Guest Services Representative is responsible for:

- Assisting with the facility schedules and administrative tasks using the NRI "Best Practices" manual.
- Creating a welcoming environment for all guests.
- General front desk duties.
- Assisting with the scheduling of programs and activities in the facility.
- Interacting with facility customers in person or via email and phone.
- Adhere to safe workplace policies & procedures.
- Be a contributing member of the team.

Knowledge & Experience

- Experience working with various software programs; experience with Max Solutions scheduling would be an asset.
- Customer Service oriented.
- Cash handling experience.
- Standard First Aid, CPR, AED.

NRI is prepared to train the right candidate(s).

This position is primarily evenings and weekends only.

Closing Date: This position bulletin will remain open until a suitable candidate is found.

Interested applicants are asked to submit a cover letter and resume to:

KSchubert@merlisbelsherplace.ca

Only those applicants who are to be interviewed will be contacted.