

TOWN OF VEGREVILLE



EMPLOYMENT OPPORTUNITY

PART-TIME CASHIER

POSITION SUMMARY

The employee in this position is responsible for handling of cash, issuing receipts and balancing cash for all Town run recreational facilities. This employee must adhere to office protocol, and deliver exceptional customer service.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and must serve the public with courtesy and respect.

DUTIES & RESPONSIBILITIES

- General office duties such as typing, filing, answering phones, etc.
- Processes monetary transactions and issues proper receipts. Reconciling daily cash intake.
- Receives registrations for all facility run programs.
- Receives and coordinates bookings for all Town run recreational facilities.
- Answering incoming customer service inquiries via phone, email or in person
- Providing exceptional customer service & support to patrons
- Must be available to work evening and weekend shifts.
- Provides requested services at any time in an emergency situation.
- Keeping centre and office space clean & tidy.
- Assumes other duties as assigned.
- Actively participates in the Town of Vegreville Safety Program.

QUALIFICATIONS & KEY COMPETENCIES

- Must have completed a minimum of grade 9 education and be at least 15 years of age.
- Proficient in using computers & software applications.
- Experience with cash transactions an asset.
- Capable of working with minimum supervision and self-motivated.
- Must be capable of multitasking, organizing and prioritizing tasks and duties effectively.
- Must have good interpersonal skills.
- Strong problem solving skills.

Application deadline is Thursday, July 24, 2025, at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.