



Front Desk Attendant

Part-Time Permanent Position

The Town of The Pas is hiring a part-time Front Desk Attendant at the Kelsey Recreation and Wellness Centre. This position will be ideal for someone who has an outgoing personality, enjoys administrative duties, and interacts with members of the public.

Skills & Qualifications:

- Completion of Grade 12 or currently enrolled in high school.
- Previous experience in customer service, reception, or administration is preferred.
- Excellent verbal and written communication skills.
- Strong organizational abilities, with the capacity to multitask and prioritize responsibilities in a busy environment.
- Friendly, approachable, and patient, with a strong commitment to providing high-quality customer service.
- Proficiency in using computer systems and software, including Microsoft Office Suite, spreadsheets, and other relevant systems, is an asset.
- Current certification for personal training services, teaching group fitness, or a specialty program is an asset.
- Willingness to work flexible hours, including evenings, weekends, and holidays as required.
- Processing confidential information of members.
- Satisfactory Criminal Record and Vulnerable Sector Checks (if applicable).

Duties & Responsibilities:

- Perform a variety of administrative duties, such as maintaining records, updating databases, handling correspondence, and preparing reports as required.
- Process customer services for memberships, registrations, and information on programs offered.
- Assist with the coordination of events like basic facility orientation and ensuring participants have the information they need.
- Responsible for providing guidance and assistance on how to properly use the equipment of the Wellness Centre to members/clients.
- Report any maintenance needs or safety hazards to the supervisor.
- Perform other related tasks as assigned by the supervisor to ensure the smooth operation of the Recreation Centre.

Wage Rate: As Per Collective Agreement, \$22.08

Hours of Work: 5:45 AM to 2:15 PM or 1:45 PM to 10:15 PM Monday
through Friday; 7:45 AM to 2:15 PM or 1:45 PM to 8:15 PM
on weekends.

Applications will be accepted until **October 5th, 2026** and should be submitted through any of the following methods:

Online: www.townofthepas.ca/employment-opportunities

Email: hr@townofthepas.ca

Mail: P.O. Box 870, The Pas, MB. R9A 1K8

In Person: 81 Edwards Ave, The Pas, MB

Fax: (204)-623-5506

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba. We thank all candidates for their interest however only those selected for an interview will be contacted.