



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
- work 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
- for the Bowling Lanes: 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: \$16.50-\$19.50 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

 **Deadline to apply:** Monday, **January 26** at **4:00 PM (AST)**

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