Job Posting

Receptionist / Cashier / Administrative Assistant

The Receptionist, Cashier & Administrative Assistant is responsible for coordinating all administrative functions necessary to support Dr. Carson & Marion Murray Community Centre activities and staff, and for providing excellent customer service to the public. This position is expected to work both independently and as a team member to perform a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the department.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description.

The position competition closes Monday, July 11, 2022 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Receptionist / Cashier / Administrative Assistant

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Dr Carson & Marion Murray Community Centre

Reception, Cashier & Administrative Assistant

HR & Community Facilities- Springhill

Overview

The Reception, Cashier & Administrative Assistant is responsible for coordinating all administrative functions necessary to support Dr. Carson & Marion Murray Community Centre activities and staff, and for providing excellent customer service to the public. This position is expected to work both independently and as a team member to perform a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the department.

The Reception, Cashier & Administrative Assistant is a vital support to the Manager of Recreation Programs and Services by ensuring finances and cash are well managed, documentation is current and relevant, providing administrative support, and ensuring facility schedules and bookings are accurate. This position also provides back-up reception and cashier support to the Tax Office staff, located at the Dr. Carson & Marion Murray Community Centre.

This position reports to the Manager of Recreation Programs and Services.

Behavioral Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork
Communication
Customer Service
Flexibility
Professional Confidence

Key Outcomes and Responsibilities

Community Centre front counter receptionist responsibilities are well supported.

- Provide superior customer service in person and on the telephone;
- Ensure all customers service inquiries are input;
- Maintain a good general knowledge of all the activities and programs of the Municipality to directly answer routine inquiries and accurately redirect the remainder;
- Provide support to efficiently schedule bookings and appointments for Community Centre facilities and staff; and
- Assist the Marketing Officer with communications, bookings, scheduling, and event arrangements.

Community Centre front counter cash management and financial reports are accurate, transparent, and timely.

- Accurately input data to the SAP financial accounting software system;
- Receive and process payments and donations and issue receipts, accurately and promptly;
- Calculate, reconcile and record payments, and prepare bank deposits and related reports as required; and
- Prepare financial transaction reports including, but not limited to, petty cash, deposits, special projects, and receivables.

Provide administrative assistance to the Manager of Recreation Programs and Services to support the delivery of ample and quality recreational, physical activity, and leisure opportunities to residents.

- Document and data management needs of the recreation, event, and Community Centre staff are well met.

- Professionally and accurately prepare correspondence, reports, and other documents; and

- Manage all records in accordance with the Municipality's electronic and hard copy records policies and procedures.

Qualifications

Grade XII plus a post-secondary degree or diploma from a recognized business school or university

Minimum 2-3 years' experience working in an administrative assistant capacity and three years' experience providing customer service to the public (can be combined).

Minimum two years employment experience handling cash

Experience with a variety of Microsoft Office programs and SAP would be an asset

WHMIS, Fire Extinguisher Use, and Due Diligence certification required (or willing to obtain within 6 months)

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment