

EMPLOYMENT OPPORTUNITY MARINA DESK CLERK (Non-Union Position)

Overview:

The Marina Desk Clerk will assist the Marina and Recreation Coordinator with the day-to-day front desk services at the Gananoque Municipal Marina. The position is to respond positively to customers and visitors, answering questions and handling requests that are in the scope of the position's overall responsibilities. The Marina Desk Clerk coordinates transient reservations, daily transactions with customers, which may include but are not limited to: guest moorage assignment and registration, pump outs, responding to email inquiries, and is responsible for closing out and balancing cash at the end of the day. They will also lead and supervise the summer student staff in the absence of the Marina & Recreation Coordinator.

Qualifications:

- A minimum of Grade 12 level of education
- HMS or other Point of Sale system experience required
- Competent computer skills including, but not limited to Microsoft Office
- A proven record of good public relations and communication is required
- Knowledge of boating and the 1000 Islands preferred
- Bilingualism would be considered an asset
- Must be able to work with minimal supervision
- Strong Work ethic
- Satisfactory Canadian Police Information Centre (CPIC) check

Work Environment:

- The work week is to be determined (up to 40 hours a week)
- Evening and weekend work is required
- Work is completed outside in all weather conditions
- Must be able to work at a computer in a standing position for up to 10 hours per day
- This position requires a person who can work independently, multi-task and work in a busy, sometimes disruptive, office environment
- Must be able to provide customer service to the public in a friendly, respectful and helpful manner on a regular basis while carrying out related tasks.

All applications must clearly indicate "Marina Desk Clerk"
Interested applicants should apply in confidence no later than:

Friday, January 26, 2024 at 4:00 P.M. to the attention of:

Human Resources, Town of Gananoque
30 King Street East, Gananoque Ontario, K7G 1E9
Phone: 613-382-2149
Email: hr@gananoque.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will be only used for the purpose of the candidate selection. The Town will provide accommodation for individuals with accessibility needs.