



Bonnyville and District Centennial Centre

-- *We do great work because we have great people!* --

*Do you want to make a difference in your community?
Do you want to work as part of a great team?*

This is your chance to take advantage of a unique and dynamic career opportunity.

WELCOME DESK COORDINATOR - Full-time

The Bonnyville & District Centennial Centre Welcome Desk Coordinator greets and assists clients and facility users, assists in facility scheduling, provides access passes and equipment, supports box-office functions, acts as a communication link between all departments, and provides general information about services available in the building and in the community.

The Welcome Desk Coordinator will provide knowledgeable and professional service to clients and staff, while playing a pivotal role on our customer service team. The Welcome Desk Coordinator assists in the day-to-day supervision of the Welcome Desk and its staff, leads by example, assists with staff training & ensures all staff perform at a high level of customer service. Shifts will include evenings and weekends.

We are seeking candidates who naturally enjoy working with the public, have good communication and problem-solving skills, are exceptionally well-organized and provide exemplary customer service. Candidates must be friendly, self-motivated, team players - who are confident multi-tasking and working in a fast-paced environment. Experience in staff supervision, cash handling, and strong skills in using Microsoft Office will all be considered assets.

The position includes a quality Benefits Package and a salary range of \$45,792 - \$55,786.

Qualified candidates should submit a Cover Letter & Resume, stating the position being applied for, to the email below: (comp. closes when the preferred candidate is found)

Human Resources
Bonnyville and District Centennial Centre
Unit 1003– 4313-50th Avenue
Bonnyville, AB, T9N 0B4
Email: admin@centennialcentre.ca



*We would like to thank all applicants for their interest,
but only those selected for an interview will be contacted.*