

Guest Services Host/Hostess Job Posting

Town of Amherst - Part-time/Casual

Reports To: Director of Recreation

Summary

The Town of Amherst and the Credit Union Business Innovation Centre are seeking qualified individuals interested in part-time hourly employment as hosts/hostess to provide customers and guests with exceptional customer service during functions booked at the Centre.

Core Competencies

- Customer Focus – Communication - Energy & Stress Management - Team Work
- Quality Orientation - Problem Solving - Accountability and Dependability
- Operating Equipment - Ethics and Integrity

Job Duties

- Assist with coordination of guest requirements
- Oversee and liaise with catering services
- Maintain the appearance and image of CCUBIC during functions
- Maintain safe work practices. Accommodate guest requests re: set-up etc.
- Attend meetings and training courses as required.

Requirements

- High school diploma or GED required. A certificate or diploma in a related field preferred
- Strong customer service and troubleshooting skills
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure. Strong attention to detail. Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Computer literate, including effective working skills of MS Word, Excel, Power Point and e-mail
- Professional appearance and manners. Strong work ethic and positive team attitude

**Shift start and end times will be determined by business needs. Evenings, weekends and holiday work is expected.

DEADLINE FOR APPLICATIONS: Interested persons are invited to deliver their resume with cover letter, in confidence to the undersigned before 4:00pm, November 10, 2016.

Kimberlee Jones, Human Resources
Town of Amherst
98 Victoria St,
P.O. Box 516, Amherst, NS B4H 4A1
kjones@amherst.ca

We thank all those who apply, however, only those selected for an interview will be contacted. No telephone calls please.