

Customer Relations Representative (Permanent, On-Call) # 789

Closing Date: Open until filled.

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is hiring multiple permanent, on-call Customer Relations Representatives (CRR) at various City recreation and culture venues including the Tournament Capital Centre, Westsyde Pool and Fitness Centre, and the Kamloops Museum and Archives. If you have experience in a fast-paced customer service environment and are flexible, reliable, and motivated we would love to hear from you!

The successful candidate must have the following qualifications:

- Completion of senior secondary school or its equivalent.
- Proficient in basic Word and basic Excel as demonstrated through testing (70% pass required).
- At least three months of previous clerical and receptionist experience.
- At least three months of previous customer service and cash-handling experience.

More than one may be hired.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

Hourly Rate

\$27.89

Hours & Days of Work

On-Call

Hours per Week

Various

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.