FOOTE FIELD
Customer Service Representative

Morning/Evenings and Weekends

Foote Field is a multi-sport complex located on the University of Alberta South Campus. We are seeking a Customer Service Representative for 10-15 hours per week.

Responsibilities will include:
- Conducts daily opening and/or closing procedures
- Processes rental payments for Foote Field using Intelli Software
- Responds to patron inquiries regarding events and general information on South Campus
- Directs or responds to all incoming phone and email inquiries/comments
- Updating facility schedules when requested by the supervisor
- Performs general office duties for the Foote Field Supervisor
- Assists with projects, daily duties, locker room assignments

Qualifications
- High School Diploma
- Current Standard First Aid, CPR Level C and AED training is required
- General knowledge of track and field, football, soccer, and rugby is an asset but not required
- Superior customer service skills

Rate of Pay: Grade 1 - $15.20/hr, plus 4% vacation pay, 3.46% (in lieu of STAT Holidays), 1.5% premium pay (U of A Students)

Please forward a resume and cover letter to:

Mitch McKee, Foote Field and Events Supervisor
Campus and Community Recreation
Foote Field - South Campus
Email: mitch.mckee@ualberta.ca

Positions will be held open until the suitable candidates are found.