**KIRKLAND LAKE**
THE RIGHT ENVIRONMENT

Corporation of the Town of Kirkland Lake

## Museum of Northern History

Require a

# GUEST SERVICES REPRESENTATIVE

Part-Time / Non-Union

**JOIN OUR TEAM AT THE MUSEUM OF NORTHERN HISTORY AND CELEBRATE THE COMMUNITY'S UNIQUE HISTORY AND HERITAGE.  SHARE OUR PASSION, SHARE OUR PRIDE!**

### Position Overview:

- Greet visitors, handle enquiries, provide tours and perform general administrative and light housekeeping duties;
- Maintain retail store, including managing sales, stock, remerchandising, and managing consignments;
- Schedule and organize rentals, including liaising with renters and contracted services, managing documentation, arranging timelines and record management;
- Provide support to all other aspects of Museum operations.
- **Hours of Work**:    Will vary including weekdays, evenings and weekends
- **Compensation**:    $14.20 per hour

### Minimum Qualifications:

- Post secondary education and/or previous experience in the customer service industry or in a related field;
- Excellent interpersonal skills and able to communicate effectively, both orally and in writing;
- Working knowledge of computers and Microsoft Office, point of sale systems, internet and social media;
- Must be physically fit and able to perform all activities in the work environment (some heavy lifting, working from heights, kneeling, bending, prolonged periods of standing, etc.);
- Clear Vulnerable Sector Check.

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence to:

Human Resources Coordinator
Town of Kirkland Lake
P.O. Box 1757
Kirkland Lake, ON P2N 3P4
E-mail  jobs@tkl.ca
Fax  705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**
**ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE ON REQUEST**