

# **Front Booth Admissions**

**Department: Admissions**

**Cashier/Customer Service Representative – Part-Time**

## **Requirements:**

- Must be outgoing, enthusiastic, be able to multi-task, good team player and be an excellent communicator
- Excellent verbal and written communication skills in English, second language is an asset.
- Previous cashier experience is recommended but not required.
- Must be punctual.

## **Job Description:**

The Front Admissions Booth is responsible for handling cash transactions, dealing with all customer service issues and inquiries and answering the phones throughout the day. Responsible for handling money transactions, entering customer purchases in cash register, processing credit cards and handling cash, and balancing cash at the end of each shift. Promoting Memberships, entering member details into our system and taking membership photos. Greeting guests, dealing with all types of customer service issues, answering all phone inquiries and redirecting to appropriate department. Working alongside closely with other team players. Strong communication skills with all other departments within the Zoo.

Flexible schedule, must work weekends, holidays and long weekends. Responsible for a clean work environment.

Start Date: To be determined

Starting Wage: \$10.85 per hour

Submit all applications to:

**Cherrie Chang**

Finance Manager

[cchang@gvzoo.com](mailto:cchang@gvzoo.com)

Fax 604-857-9008

Or you may drop off your resume to the admissions gate (any day from 9 am – 4 pm) located at 5048 – 264<sup>th</sup> Street Aldergrove, BC

**Only qualified candidates will be contacted. Thank you so much for your interest!**