



**Auburn House is now hiring for Part-Time Seasonal Positions
CUSTOMER RELATIONS ASSOCIATE**

Auburn House is now hiring for a part-time, seasonal Customer Relations Associates. Hours of work are every second Saturday & Sunday & Statutory Holiday 9:00am-5:00pm, April 24 – August 29

Duties:

You will be responsible for the enforcement of the rules and regulations of the Auburn Bay Residents Association and for a variety of day to day duties including, but not limited to:

- Providing exceptional customer service
- Ensuring everyone entering the facility/park has a valid pass or are signed in by valid member
- Completing appropriate paperwork with regard to park usage, equipment rentals, guest sign in, facility rentals, etc.
- Assisting at events as required
- Taking attendance for all Auburn House programs
- Performing light cleaning duties in the kitchen and office
- Performing general administrative duties

Qualifications:

- Experience with public relations and excellent people skills
- Good communication skills
- Excellent decision making and problem solving skills
- Attention to detail
- Ability to work independently and take initiative
- Computer skills

Applicants will undergo a screening process that includes interviews and police checks.

If you are a hard worker, have a positive attitude, are willing to learn, and take pride in a job well done we would like you come join our team.

Application Deadline: March 17, 2010

Forward your resume by email or fax to:

General Manager
Auburn Bay Residents Association

Fax: 537-2603

Email: employment@auburnbay.org