



**Portage Regional Recreation Authority - PRRA  
CUSTOMER SERVICE REPRESENTATIVE  
PART TIME  
(hours may include days, evenings & weekends)**

The PRRA Stride Place Reception is often the first point of contact for our facility users. Exceptional customer service is key as we strive to provide our patrons with the best possible experience. Our Customer Service Representatives assist in promoting and ensuring a safe, enjoyable environment for all patrons utilizing PRRA operated facilities.

Under the general supervision of the Senior Customer Service Representative, the Customer Service Representative will address inquiries, process payments for user memberships and daily admissions for the Aquatic Centre, Fitness Centre and arena events. The CSR provides support to Administration as required.

**EXPERIENCE & QUALIFICATIONS:** Previous experience in handling cash and dealing with the public is required. A working knowledge of customer service practices; computerized database(s), office practices, procedures and equipment. Skills include, operating personal computer equipment and software, including facility booking and program registration programs. Work independently and in an open office team setting. Multi-task, prioritize and meet deadlines in a fast-paced work environment.

**Start Date of Employment: March 5, 2018**

**Rate of Pay: \$14.49**

Candidates whose skills, background and ambition meet the above requirements are invited to submit their resumes in confidence before 4:00p.m. Friday, February 16, 2018 to the address indicated below.

**Human Resources, PRRA  
P.O. Box 1059  
Portage la Prairie, MB R1N 3C5  
PHONE (204) 857-7772 FAX (204) 239-1520  
Or e-mail [hr@prra.ca](mailto:hr@prra.ca)  
Website: [www.strideplace.ca](http://www.strideplace.ca)**

**APPLICATIONS MUST BE RECEIVED BY 4:00 P.M., Friday, February 16, 2018 AND MARKED "CUSTOMER SERVICE REPRESENTATIVE".**

*\*This position is subject to a Criminal Record Check and Child Abuse Registry Check.*

***We thank all applicants for applying however only those being considered for an interview will be contacted.***

