

## **JOB AD**

### **Student - Customer Service Clerk**

**Organization:** Ontario Place Corporation

**City:** Toronto, Ontario

**Job Term:** immediately to September 9, 2018

**Salary:** \$14.85 per hour

**Hours:** up to 36.25 hours / week, must be available evenings and weekends

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Ontario Place Corporation seeks engaging, outgoing and enthusiastic individuals to be part of the front-line team of Customer Service Clerks, providing visitors with exceptional Ontario Place experiences. If you strive to provide customers with a positive service experience and thrive in a fast-paced, team driven environment, then a career as a Customer Service Clerk may be for you!

#### **Work Description**

You will provide quality in-person, front counter customer services by providing timely and accurate information related to the park products and services in both a retail and food service environment.

#### **Qualification Requirements**

**Customer Service and Communication Skills:** You have experience providing in-person, front counter customer service responding to inquiries, providing advice and information, and resolving customer issues in a high-volume environment. Experience in a food handling and cash handling is an asset.

**Problem Solving:** You have problem solving skills to assess situations and determine appropriate course of action. You are professional when interacting with customers.

**Collaboration and Organizational Skills:** You have flexibility and collaboration skills to effectively work in a team-driven environment and ensure that operational requirements are being met. You have planning and organization skills to organize and prioritize workloads while providing attention to detail.

**Financial Skills:** You have experience handling cash, and operating cash registers and point of sale machines to process monetary transactions. You can accurately calculate fees, collect money, balance floats, prepare deposits and reports.

**Computer Skills:** You have experience using computers (i.e. Intranet, Internet, databases, and electronic manuals) to research, retrieve and summarize information.

#### **How to apply**

You must apply to [anita.daumants@ontarioplace.com](mailto:anita.daumants@ontarioplace.com)

For additional information about Ontario Place, please visit [www.ontarioplace.com](http://www.ontarioplace.com)