

The Town of Swan River – Job Opportunity

The Town of Swan River Recreation Department is accepting applications for the position of casual Customer Service Representative.

Under the general supervision of the Director of Recreation, the Customer Service Representative receives the public, handles telephone and email enquiries, processes registrations and reservations, and performs financial and clerical duties.

The position is casual with day, evening and weekend work required.

It is expected that the applicant will have computer program experience as well as a current Standard First Aid certificate or a willingness to obtain.

Interested candidates are encouraged to electronically submit their resume, a cover letter and three work related references to the following address by no later than September 14th, 2021:

bfedorchuk@townsr.ca

Questions can be directed to Brendan Fedorchuk
Phone: (204) 734-4141