

## Receptionist

Okanagan Science Centre, Vernon, B.C.

The Okanagan Science Centre is looking for a highly motivated, organized, and customer-service oriented individual with reception experience to work at the front desk. In addition to greeting, welcoming, and directing visitors appropriately, the position sells memberships and takes program bookings.

### Job Duties

- Receptionist
- Bookings
- Order/Stock office and cleaning supplies
- Open and close galleries
- Manage petty cash, handle daily and weekly cash out
- Other duties as assigned

### Qualifications

- Minimum 2 years work experience
- Great customer service skills
- Must have positive attitude – we are a fun place for children to come!
- Cash register experience
- Good time management and organizational skills – the job calls for a high degree of multi-tasking
- Working knowledge of MS Word and Excel
- Good general computer and internet skills
- Good social media skills an asset
- Trustworthy handling cash flow
- Verbal and written communication skills
- Valid driver's license and reliable vehicle
- First aid certification or willingness to obtain

Hours: Tuesday-Saturday 9:30 am – 5:30 pm (37.5 hours per week)

Wage: \$15 per hour

Start Date: To be determined

To apply please send a cover letter and resume to [applications.osc@gmail.com](mailto:applications.osc@gmail.com)

No calls or walk-ins please.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.