



**SAULT
STE. MARIE**

Job Vacancy

CD & ES Part Time Non-Union

Position: Cashier (Box Office)
Job Posting: CDES014-054-2020
Department: CD & ES
Division: Community Centres
Status: Part Time

Wage Range: \$15.11 / hour
Job Class: 2
Shifts: up to 30 hours / week
Posted: October 16, 2020

We are currently seeking individuals for the position of Cashier (Box Office), within our Community Centres Division, to fill potential future opportunities.

Primary Duties and Accountabilities, include but are not limited to:

- Address customers in a polite and courteous manner
- Sell event tickets.
- Receive and process various payments and provide receipt.
- Balance cash drawer.
- Greet customers and respond to general inquiries.
- Perform other duties, as assigned.

Qualifications:

- Experience with handling and balancing cash.
- Ability to operate a terminal/cash register, scanning equipment and debit card equipment.
- Basic computer skills.
- Excellent customer service.
- Positive attitude and communication skills.
- Ability to keep organized in a fast paced environment.
- Meet Physical Demands Analysis of the job (stand and sit for extended periods of time).

To apply for this exciting opportunity, please provide a resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CDES014-054-2020 Cashier (Box Office)

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.



www.saultstemarie.ca/jobs

