

## **JOB POSTING - Guest Relations Relief Part-time Contract Position**

**\* Shift Hours –**

**10:00am-3:00pm Monday-Friday**

**4:30pm – pm Monday – Friday**

**9am to 3:30pm or 3:30pm to 9:00 Saturday & Sundays**

**\* Approximately 20 - 25 hours per week**

**\* Salary Range: \$10.75/hr**

Summary of Duties:

Reports directly to the Community Services Representative.

Provides reception relief.

Performs numerous reception and customer services in the Grandstand lobby area.

Performs administrative support tasks as assigned.

DUTIES PERFORMED:

- Performs reception relief and customer service at the Administration reception area, Grandstand lobby and Sports Centre.
- Delivery of mail to the various areas such as raceway, food service, sports centre etc.
- Order taking/inventory requirements of the various offices to keep office supplies stocked in the various areas as mentioned above – including administration. All staff would be requested to place their order/request for office supplies the day prior.
- Delivery of office supplies etc. to various areas as noted above and pick of any mail that needs to be posted back at Clubhouse Admin.
- Responds to general information requests by customers and the public in person, by telephone or by email.
- Sale of tickets for various events on the grounds.
- Booking reservations for the Top of the Fair.
- Performs administrative support functions as assigned.
- May be required to record mass voicemails.
- Must comply with the Occupational Health & Safety Act, Western Fair Association Health & Safety Policy and Awareness Program/Safety Manual, all Western Fair Association procedures and any other applicable legislation.
- Performs related duties as assigned.

Skills and Qualifications:

- Grade 12 education and 6-12 months related work experience.
- Exceptional Customer Service skills.
- Knowledge of a multi-line phone system.
- Cash handling experience.
- Computer experience (various programs)
- Valid drivers license... may be required to do pick-up/deliveries off sight

**All qualified applicants should submit their resume by September 20, 2010 to:**

**Western Fair Association  
Human Resources Department  
Fax: (519) 438-8012  
E-mail: [hr@westernfair.com](mailto:hr@westernfair.com)  
Mail: 316 Rectory Street  
P.O. Box 7550 London ON N5Y 5P8  
Or in person**

We thank all applicants: however, only those selected for an interview will be contacted.