

**IS HIRING!
EMBAUCHE !**

HURONIA MUSEUM

Front Desk Agent

Date Posted / date d'affichage : April, 27th 2023

Job Type / type de poste : Full-Time (35 Hours per Week)

Work hours / heures de travail : 8 weeks, July – August

Workplace / lieu de travail : Midland, Ontario

Contact Name / personne contacte : Maxime Corvec

Employer Email / courriel : prospection@lacle.ca

Job Description / description des tâches :

- Provide excellent customer service as the first point of contact for all visitors to the museum,
- Carry out the daily cash handling duties of the front admissions desk of the museum. This includes cash transactions, counting and balancing tills,
- Carry out daily safety inspections of the entrance area to ensure a safe and enjoyable experience for all visitors,
- Maintain the front desk area in a presentable manner,
- Support the administration staff with registrations for the various summer programs at Huronia Museum,
- Provide excellent customer service for purchases in the museum gift shop,
- Restock museum gift shop shelves as required,
- Support the museum's mandate to educate and preserve the human history of Huronia,
- Develop a knowledge base of the human history of Huronia,
- Provide the student staff member with a quality reference for future employment,
- Provide a summer student with the opportunity to develop marketable skills for future employment endeavours (e.g., practical application of workplace skills).

Additional Skills and/or Certification Required / compétences supplémentaires et/ou certification exigées :

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HOW TO APPLY / POUR POSTULER :

Please bring or mail resumé to / déposez ou envoyez votre candidature :

Email / courriel : prospection@lacle.ca

Please apply as directed by the employer. Failure to do so may result in your application not being considered. This job posting was provided to us by an external employer. We are not responsible for the accuracy, authenticity or reliability of the content.

Veuillez postuler selon la façon indiquée par l'employeur. Le non-respect de la façon indiquée pourrait résulter à la non-considération de votre candidature. Cette offre d'emploi nous a été fournie par un employeur externe. Nous ne sommes pas responsables de l'exactitude, l'authenticité ou la fiabilité du contenu.



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