



TOWN OF GANDER
Casual Part-Time Ticket Sales Clerk
Competition #TOG2024-009

The Town of Gander is currently accepting applications for a Casual Part-Time Ticket Sales Clerk within the Community Services Department.

POSITION IDENTIFICATION

The Ticket Sales Clerk works within the Community Services Department to ensure visitors and Patrons of the Steele Community Centre and other venues, receive effective and efficient processing of tickets for all events. The position is responsible for ensuring all entrants possess or purchase a valid ticket for events.

DUTIES & RESPONSIBILITIES

Operates online ticketing system for special events; Ensures ticket reports are completed accurately; Process ticket sales using cash, debit, and credit card; Operate public address system and music system; Address/forward general inquiries and/or complaints; Review, process payments and complete daily ice logs; Works Special Events when required; Responds to work groups, supervisors and the public in a polite, courteous, informative, caring, effective manner; Adheres to all Occupational Health & Safety policies, regulations, and compliances; Performs all other related duties as assigned.

HOURS

The hours for this position are typically seasonal from September to April for the following days and times:

Monday – Friday: 8:30 am – 10 am
Saturday: 3:30 pm – 5 pm

Monday – Wednesday: 12:30 pm – 2 pm
Sunday: 12:30 pm – 3 pm

Additional hours will be available for special events throughout the year such as the Festival of Flight.

WORKING CONDITIONS

Manual dexterity required to use desktop computer and peripherals; Overtime as required; Lifting or moving up to 50lbs may be required; Typically favourable and in an office setting.

EDUCATION & TRAINING REQUIRED

High school (grade 12) diploma with a background in handling cash and computer applications; Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment; Must be bondable; Strong organizational and people skills including the ability to work effectively in a team environment mentoring and coaching employees; Excellent customer service skills; Self-starter and highly motivated with ability to achieve departmental goals; Excellent verbal and written communication skills; Demonstrated ability to exercise significant discretion and sensitivity.

SALARY: Non-Unionized position - \$18.23/hour

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before
Sunday, August 18, 2024, to the attention of:

Human Resources

Town of Gander

100 Elizabeth Drive

Gander, NL, A1V 1G7

Email: humanresources@gandercanada.com

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.