

DEPARTMENT: ADMINISTRATION
POSITION: SEASONAL RECEPTIONIST

DUTIES:

- answering incoming and internal phone calls
- directing calls, taking and relaying messages
- using the internal paging and phone systems
- greeting business appointments
- receiving and referring visitor inquiries by mail and phone
- processing business mail
- general correspondence and other office duties
- clerical support for other departments
- data entry
- other duties as required

REQUIREMENTS:

- a minimum of one season in a front line service position
- an ability to provide excellent customer service
- a broad knowledge about The Gardens and the services provided
- pleasant telephone manners
- multi-line phone experience is beneficial, but not essential
- competency in various computer programs including MS Office (Word and Excel), Outlook, and database experience
- good written and verbal communication skills
- ability to conduct oneself in a patient, polite and professional manner
- ability to work well under pressure and to prioritize work
- self-motivated with an ability to work without direct supervision

This is a part-time seasonal position beginning on Wednesday, May 15, 2019. The position will provide a minimum of 30 hours per week June to September and December. Shifts will vary; weekend and evening shifts should be expected with the possibility of shifts in another department for additional hours. This is an entry level position in the Administration Department and remuneration will be commensurate with the position and level of responsibility.

Please submit a cover letter and resume to the Human Resources Department by 4pm Friday, March 22, 2019, care of; The Butchart Gardens, 800 Benvenuto Avenue, Brentwood Bay B.C. V8M 1J8; or email: hr@butchartgardens.com or fax: 250-544-4455 or our [employment page](#).

If you have any questions please contact Laurel Akam, Director of Administration, or the Human Resources Department. To view a copy of this posting visit www.butchartgardens.com/employment

We sincerely thank all those who apply, however, only those short-listed will be contacted.