



# Customer Service



## Spend the summer on the Canal!

Working with the General Manager and the Assistant Manager, the Customer Service Representative must manage clients at the Lachine Canal Nautical Centre, located across from the Atwater Market on the banks of the Lachine Canal.

### Duties include:

- Opening and closing
- Taking reservations, registrations and payments.
- Balancing register at end of night.
- Assigning appropriate boats to clients.
- Managing inventory of concessions.
- Maintaining a clean and professional appearance of the entire location both outdoors and indoors at all times. (Deck is clean, signs are up, flags are up, boats are on display and clean, etc...)
- Show a positive attitude at all times with staff and clients, being a leader at making a positive impact and showing initiative to make things better.
- Ability to work in a fast paced environment is a must.
- Ability to multi-task and stay pleasant is essential.

To apply for this position, please submit your résumé via email to:

Dylan Trevis

General Manager

dylan@h2oadventures.com

(Please include all certifications, languages spoken and availability)



### Qualifications:

#### LANGUAGE SKILLS

All employees of H2O Adventures must be bilingual in spoken French and English.

#### SKILLS REQUIRED

Must have competent computer skills and familiarity with the following software: Internet Browser, Outlook, Word, Excel.

**Must be extremely organized, polite and cool under pressure.**

#### AVAILABILITY

The Nautical Centre is open seven days a week, including holidays, from 9am to 9m. Availability weekends and evenings is a must. Between 20-40+hrs a week available.

#### SALARY

\$17/h