

# WORKING @ WHITE OAKS

JOB POSTING

**DEPARTMENT:** Club  
**POSITION:** Club Desk Attendant – full time (30 hours per week)  
**POSTING DATE:** December 5, 2018

## QUALIFICATIONS:

- Minimum of 1 year customer service experience required
- Previous cash experience required
- Team player with excellent communication and organizational skills
- Demonstrates initiative, enthusiasm and self-motivation
- High energy, outgoing personality with a strong – professional interpersonal communication skills
- Must be flexible to work all shifts days, afternoons, including weekends
- Must be detailed oriented
- Ability to multi task in a timely manner
- Ability to deliver exceptional customer service to our guests

## RESPONSIBILITIES:

The successful candidate will be responsible for handling incoming calls, greet all club members and guest, check in members and verify membership, handle all court activities which include: lights, assistance with online registration and fees with an emphasis on providing superior customer service. Additional duties would include promotion, registration, and collecting fees for leagues, tournaments, clinics, lessons, special events along with all programming such as pilates, yoga, tennis and squash.

## HOW TO APPLY:

**Applicants can submit their resumes by mail to:**  
253 Taylor Road, SS4 Niagara-on-the-Lake, Ontario, L0S 1J0  
**Or by fax to:** 905-704-5627

**Or submit a Word or Acrobat file via email to:**  
[humanresources@whiteoaksresort.com](mailto:humanresources@whiteoaksresort.com)

White Oaks is a leader in service excellence dedicated to improving human and business performance by providing innovative and sustainable experiences in an atmosphere of distinct luxury.

White Oaks Conference Resort & Spa is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department if you require any accommodation throughout this process.

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



Niagara-on-the-Lake