

List of Duties – Cashiers

Cashiers are the first point of contact for visitors to the Oil Sands Discovery Centre. Duties include:

- Greeting and welcoming all guests
- Processing admissions payments
- Answering inquiries in-person and by telephone
- Providing basic visitor orientations to the Discovery Centre as well as Fort McMurray and the surrounding area
- Providing outstanding customer service
- Assisting with basic administration duties including inputting programming statistics

Qualifications

- Some high school education
- Experience in reception desk handling and/or retail services with a history of excellent customer service
- Good communication skills
- Passion and genuine interest in working with people
- Ability to work independently and as a member of a team
- Willingness to work a flexible schedule, including weekends and some holidays

Assets

- First aid certification
- Basic knowledge of Fort McMurray and the oil sands industry
- Ability to speak a second language