

JOB OPPORTUNITY

POSITION TITLE: PARKING ATTENDANT (OVERNIGHT)

RESPONSIBILITIES:

- Giving instructions on where to park.
- Monitoring parkade, greeting guests who are using our parking facility, answering questions and giving directions.
- Maintenance and upkeep of ticketing machines and mechanical arms.
- Updating records and conducting parking audits.
- Working shifts in the Parking Booth.
- General cashier duties; handling cash, reconciling receipts, checking method of payments. Balancing a cash float, and making deposits.
- Other duties as assigned by the Parking Supervisor.

QUALIFICATIONS:

- Excellent guest service skills are required.
- Must have strong communication skills, both verbal and written. Must be able to speak, read, write and understand English, a second language is an asset.
- Walking and standing are occasionally required; you must be able to exert a well-paced mobility to get to other departments in the hotel on a timely basis.
- Knowledge of parking equipment, mechanical components and hotel operations an asset.
- Cash handling experience and previous parkade working experience preferred.
- Basic computer knowledge including Microsoft Office products.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Requires manual dexterity to use and operate all necessary equipment.
- Must be able to lift up to 30lbs. on a regular and continuing basis.
- Strong knowledge of city roads and tourist attractions.

APPLY: Please submit your cover letter and resume to Human Resources via email at resumes@wallcentre.com.