



Muskoka Bible Centre Job Posting

Posted February 12, 2021

Position

- Front Office Staff
- Seasonal, hourly position
- Huntsville, Ontario, Canada

Guest Services Department

- Guest Services is all about being the front line in guest service at MBC.
- The front office at MBC is a busy place, with many details to remember! The person applying for this position should thrive in a busy environment, be quick to learn new tasks, be a self-starter, be able to complete tasks in a timely manner.

Responsibilities

- This position requires some experience using Microsoft Office and good customer service skills.
- Duties include: filing, phone/email answering, faxing, booking room and/or meal reservations in the MBC reservation system.
- Able to interact with guests to handle and solve customer service concerns.
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner.

Hours of Work

- 30-40 hours per week, May-August with some fall options available
- Evening and weekend work will be required

Qualifications

- A committed follower of Jesus Christ
- A servant attitude toward serving MBC guests
- A solid work ethic, an eye for the big picture and being willing and ready to serve others describes the candidates that will be selected to serve on this team.
- Signed agreement to the Muskoka Bible Centre Statement of Faith and Code of Conduct
- Support of orthodox theology in particular the statement of faith held by MBC. This statement can be found at: www.muskokabible.com/about/statement-of-faith.

Compensation

- Starting hourly pay, \$14.25 plus 4% vacation pay.
- Staff discounts, meals and uniforms as per our staff handbook.

How to Apply

- Please email your cover letter, resume and references to Kathy Berg, Director: Guest Services, kathy.berg@muskokabible.com or call 705 789-0123.