

Invites applications for the position of  
**Front Desk Administrator**  
**Part-Time/Casual**

The Town of Ingersoll is seeking a Front Desk Administrator to join our dynamic team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at [www.ingersoll.ca](http://www.ingersoll.ca).

### **Position Overview**

The Front Desk Administrator will be the first point of contact for all patrons entering the Community Centre. This position will be responsible for but not limited to:

- Delivering exceptional customer service to all guests and patrons of the community Centre; providing in-depth and up-to-date information on the centre's programs, policies, events, and activities; responding to all inquiries; and registering and processing memberships and activity applications.
- Championing and promoting the Community Centre, its facilities, programming and activities to engage the public, drive interest and to increase participation and membership.
- The receptionist with cash handling responsibilities plays a critical role in ensuring accurate financial transactions, maintaining financial records, and preforming register counts to ensure accuracy and prevent discrepancies. This role requires a high level of integrity and professionalism when managing cash, debit, and credit transactions to match receipts and records.
- Compiling receipts and reports on a per shift and daily basis.
- Typing letters, flyers, and newsletters as required.
- Assisting in the maintenance of an organized and effective filing system
- Work in compliance with the Occupational Health and Safety Act and Regulations
- Adhere to all policies and procedures for the Town
- Other duties as assigned

### **Availability**

This is a part-time position entitled to work up to 24 hours in a week. Applicants ideally should be available to work various shifts within operating times Monday to Friday 5:15am-9:15pm, Weekends Saturday and Sundays 6:45am-4:15pm to meet the needs of the Town.

### **Qualifications**

#### Education:

- Secondary School Diploma

#### Experience:

- Technical proficiency to operate computers, applications and various pieces of office equipment.
- Demonstrated ability to establish effective working relationships with fellow employees and the general public as well as the ability to work independently as required.
- Customer-service orientation with ability to handle difficult situations tactfully and professionally.

Other Qualifications:

- Current First Aid/CPR level C
  - Must obtain a satisfactory Police Criminal Record Check
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| <ul style="list-style-type: none"><li>• Please be advised that the successful applicant will be required to obtain at his/her own cost, a Vulnerable Sector Police Check and First Aid/CPR certification (if not already certified).</li></ul> |
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**Compensation**

- The rate of pay for this position is \$20.09

**Application Instructions**

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Human Resources Department no later than **January 2, 2026**.

**Human Resources Department**

**Town of Ingersoll**

**130 Oxford Street, 2<sup>nd</sup> Floor**

**Ingersoll, Ontario N5C 2V5**

[recrutement@ingersoll.ca](mailto:recrutement@ingersoll.ca)

*The Town of Ingersoll is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process.*

*While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.*