

Event Receptionist

Recruitment number: Expo-8030-Sept10PT

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your experience working in a position requiring significant public contact where you were responsible for providing information and customer service over the phone or in person.**
 2. **Describe your experience working with standard office equipment and computer software.**
 3. **This position is part-time and scheduled to work varying shifts depending upon the event calendar. What days of the week and what hours are you available to work?**