



The Charlottetown Area Development Corporation

- Downtown Charlottetown
- Full Time

Company Overview

Charlottetown Area Development Corporation (CADC) is a progressive organization that works to attract private sector development and investment opportunities to grow and expand commercial development in the Greater Charlottetown area. CADC has played an important development role in Charlottetown since 1974. In more recent years, the corporation is known for the development of the Charlottetown Library Learning Centre and the Prince Edward Island Convention Centre. The corporation operates as a self-financed entity, receiving no government operating subsidies.

The Charlottetown Area Development Corporation (CADC) manages over 2,000 parking spaces within the City of Charlottetown including surface lots and parkades. Hourly and monthly parking is available depending on the location which suits the customer best. CADC is continuously pursuing improvements within its operations and when it comes to the parking public.

CADC is searching for a **Parkade Booth Cashier** and a **Parking Attendant** to add to its parking team.

The ideal candidate must share our core values:

Good People – Concern for public image, conflict management / de-escalation, listening, understanding and responding; customer service focused

Achieving Business Results – Desire to do a quality job, problem solving and judgement

Personal Effectiveness – Building partnerships with colleagues, concern for order, improving operations, results orientated

Key Accountabilities and Responsibilities

- Use a fee computer to process parking payments at the parking garages.
- Complete various reports and summaries, ensure the revenue is ready for pick up.
- Use debit machine to process payments.
- Handle cash and maintain a float.
- Track parking ticket numbers and ensure all tickets are accounted for.

- Collaborate with security staff to ensure a safe parking environment for all customers.
- Maintain cleanliness in parking booth and communicate supply needs.
- Record and communicate any cancellations and new customer requests.
- Keep parking equipment full of tickets and trouble shoot simple mechanical errors.
- Activate or de-activate monthly parking cards as requested.

Education and Professional Skills / Knowledge

- Experience working with cash, computers, debit / credit machines, and in completing revenue reports.
- A positive attitude and desire to have an optimistic work environment.
- Experience working in a customer service role.
- Ability to work independently
- Experience working in a stressful environment
- Willingness to work flexible hours.

Benefits

- Full time benefits (Medical, Dental, Vision, Life & LTD)
- Employee Assistance Program
- Retirement Pension Plan with matching contributions
- Health & Wellness Incentive
- Holidays & Vacations

Compensation

- Competitive hourly wage
- \$16-\$20 / Hour

If interested in this opportunity, please send your resume to ahansen@cadcpei.com.