

## Now Hiring for a Front Desk Employee | August 13, 2020

### Essential Duties and Responsibilities:

- Processes daily payments
- Answer phones and customer questions
- Assist walk in customers
- Filing
- Assist the Director of Parks and Recreation and Office Manager
- Scan company paperwork
- Run necessary errands for the company
- Other Duties as assigned
- Schedule appointments
- Register participants for events and sports

### Competencies:

- Problem solving
- Customer Service
- Oral Communication
- Written Communication
- Teamwork
- Motivation
- Dependability
- Attendance/Punctuality
- Self-Starter
- Preferred Spanish Bilingual

### Physical Demands:

Regularly required to sit; use hands and fingers, to handle or feel and to talk or hear. Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 50 pounds

### Qualifications:

Looking for 6 months-1 year customer service experience, this is an entry level position

### How to apply:

Please email resumes to [Jedd@whmd.org](mailto:Jedd@whmd.org)