

# **JOB** OPENING

## RECREATION DIVISION - RIVERPLEX

# **CUSTOMER SERVICE REPRESENTATIVE**

POSITION: PART TIME / \$12.00 PER HOUR, AVERAGE OF 10 - 12 HOURS PER WEEK

### **RESPONSIBILITIES**

- Greeting all customers in a warm and friendly manner.
- Providing quality assistance to members and guests.
- Building a strong rapport with members.
- Answering multiline phone system.
- Accurately completing business transactions.
- Follow all safety procedures that pertain to the duties performed.
- Perform all other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Experience in customer service and sales preferred.
- High school diploma or equivalent; some college preferred.
- Computer skills and proficiency in Microsoft Office.
- Excellent communication skills.
- Must possess excellent customer service and organizational skills.
- Work cooperatively with representatives of the community, Peoria Park District staff and OSF Saint Francis Medical Center staff.
- Ability to follow written and oral instructions.

### **OTHER**

- This position entails evenings and weekends.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

