

JOB OPENING

RECREATION DIVISION - RIVERPLEX

CUSTOMER SERVICE REPRESENTATIVE

POSITION: PART TIME / \$13.00 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.

