



Part-Time Office Assistant Position

Seeking experienced candidate to serve as the primary phone and walk-in contact for Historic Charlton Park Village, Museum & Recreation Area. Responsibilities include answering phone and emails, scheduling facility rentals, gift shop operation, event support and processing bill payments.

Duties:

- Receives, directs, and handles phone calls and emails
- Welcomes visitors and guests and directs appropriately
- Schedules facility rentals and ensures payments
- Operates gift shop and maintains inventory
- Maintains billing and voucher system
- Assist with event set up and registration

Qualifications:

- High School diploma; or equivalent
- Minimum one year of customer service and/or administrative work
- Demonstrated strong verbal and interpersonal communication skills
- Demonstrated strong organizational skills
- Microsoft Office and basic office equipment knowledge
- Must be 18 years of age or older

Part time, approximately 20 hours per week

May be required to work evenings, holidays and weekends

Criminal background check required

Wage is \$11 - \$14 per hour, dependent on qualifications

Please send resume, cover letter and 3 professional references to:

info@charltonpark.org - or -

Historic Charlton Park
Attn: Office Assistant Position
2545 S. Charlton Park Road
Hastings, MI 49058

Deadline for Application: March 13, 2018

Please, no phone inquiries