

Job Title: Service Desk Representative

Reports To: Front Desk Supervisor

Department: Membership Services

Status: Non-Exempt/part-time

(Please submit all resumes to HR@MBJCC.org referencing the job title)

Position Summary:

The Service Desk is the front desk in our main lobby and is the hub which serves as a resource center for members, guests and staff. A qualified candidate will be able to provide "grade A" customer service in a fast paced environment while communicating information about our events and programs and creating a friendly and welcoming environment for all who enter. We are currently seeking candidates who can work flexible shifts that include evenings, early mornings and weekends.

Must be able to multi-task; work independently as well as in a team environment; have computer knowledge and POS systems a plus but not required.