



Now Seeking Candidates For The Following:

GUEST SERVICES REPRESENTATIVE

REFERENCE JOB#: W-650

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

FLSA CLASS: Non-Exempt

FTE STATUS: Part-Time

STARTING SALARY: \$11.15 /hr

GENERAL SUMMARY:

As part of the Guest Services Team, this position works primarily on Outside Event Parking with additional Guest Services responsibilities. Outside work is conducted in varying weather conditions with hours ranging from early morning to late in the evening, dependent upon the event. Inside responsibilities include the use of a point of sale computer system and operation of basic computer programs. Solid customer service skills are required.

QUALIFICATIONS:

The incumbent for this position must be at least 18 years of age and possess:

1. A high school diploma or GED or equivalent;
2. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
3. Customer service experience;
4. Cash handling and reconciliation experience;
5. The skills and ability to positively and professionally function as part of a team environment at all times;
6. Basic computer skills in MS Office, or point of sales computer equipment;

7. The ability to lift up to 30 lbs. as needed, stand and sit for extended periods of time, bend, stoop, and twist regularly, manipulate items with fingers frequently, operate a computer and POS equipment regularly, work outside in various weather conditions, visually monitor guest activities constantly, read and interpret manuals and instructions, operate the Simulators and Photo Booth regularly, and effectively communicate verbally, and in written format, with guests, employees, and management regularly;
8. The social skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types at all times;
9. A positive and professional attitude at all times;
10. The ability to work varied shifts as needed.

PREFERRED QUALIFICATIONS INCLUDE:

1. Experience with point of sales (POS) equipment;
2. Experience with the Altru ticketing system;

APPLICATION PROCESS:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter (*include specific job reference # W-650*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to HR@AmericasCarMuseum.org or fax to 253-779-8499.

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