



Office Staff

Job Title: Part Time Office - Evening (2pm-9pm)/ Weekdays Variable, Some Weekend
Reports to: Office Manager

Position Purpose/Major Function of the Position:

To further the mission of Colorado Outdoor Education Center by providing exemplary service to all guests or potential guests while being a smiling, friendly face to any person or group on our property.

Essential Job Functions:

- Work with recurring and new clients and their reservation needs
- Acting front desk clerk: dealing with reasonable complaints/requests with professionalism and patience
- Manage checking in and processing of guests
- Conference Room set-up
- Communicate clearly with other departments of guest needs and requests
- Work with outside vendors to ensure delivery of necessary services and products

Other Job Duties:

- Foster a climate of cooperation and respect between coworkers
- Notify superiors on any damages, deficits and disturbances
- Adhere to rules regarding health and safety and be aware of any company-related practices
- Perform any additional duties as assigned

Qualifications: *(Minimum Qualifications, Education and Experience)*

- Ability to work with little supervision and maintain a high level of performance
- Competent proven experience professionally communicating both verbally and in writing
- Flexible schedule including evenings and weekends

Knowledge, Skills, and Abilities:

- Proficient Knowledge of Google Drive, Microsoft
- Willingness to learn Online Reservation System
- Flexible and adaptive nature which allows one to cater to client needs and request
- Problem Solving Skills

Compensation:

- Great work environment
- Meals during shift when clients are on site
- All full time and part time employees receive paid sick leave. 1 hour for every 30 hours worked.
- Wage: \$14.81-\$16.00/Hr

We accept applications on an ongoing basis due to the seasonality of our business

All employees are required to have a clean background check. The **background check** will occur after a conditional offer of employment has been extended by the hiring manager