

## Everett AquaSox Front Desk Manager/Receptionist

The Everett AquaSox have an immediate opening for two Front Desk Manager/Receptionists. These are both hourly (\$10/hr), seasonal positions.

One position will run from mid-March through mid-September.

A second, part time position will also be hired to work from mid-May to mid-September.

### Hours:

Full Time Position: Monday-Friday from 9:00-5:30 (March-September)

Part Time Position: Monday-Friday from 12:00-5:30 (May-September)

### Responsibilities:

- Front Desk duties: selling tickets to individual customers, answering incoming phone calls, ensuring front desk area is organized at all times
- Customer Service – providing a high level of customer service at all times to customers in the office as well as over the phone
- Ticket Printing –assist in ticket printing as needed
- Oversee organization of Will Call Tickets
- Coordinate the processing and fulfilling of Internet Ticket Orders
- Daily Sales Reports – Assist in preparing Daily Sales Reports for the ticketing department
- Assist with website content
- Other office administrative duties as assigned

### Background:

The ideal candidate will possess a high energy, positive attitude with the ability to work directly with and communicate effectively with AquaSox fans both in person and over the phone, as well as the Front Office Staff. This person should have a strong background in customer service. This candidate should show very good organizational skills, attention to detail and the ability to work effectively in a fast paced environment. Must have the willingness to help the organization in all areas as needed.

### To Apply:

Interested candidates should submit their cover letter and resume to Erica Fensterbush, Director of Tickets, via email at [ericaf@aquasox.com](mailto:ericaf@aquasox.com). No phone calls please.