



Customer Service Associate (Front Desk Receptionist)

The Washington DC Jewish Community Center is accepting applications for part-time front desk associates who can work flexible hours and can handle a very fast paced desk in the DuPont Circle area.

Parking is not available. 16th & Q Streets NW location is easily accessible by Red Line Metro and/or Metro Buses.

RESPONSIBILITIES:

- Provide excellent customer services to members, guest and staff.
- Provide program and class information for walk-in traffic.
- Be knowledgeable about center activities and programs.
- Greet, answer and direct inquiries to proper personnel.
- Process incoming/outgoing mail, deliveries and packages.
- Monitor security cameras for access to parking lot and building.
- Maintain program and event book

REQUIREMENTS:

- Customer service experience and a "can do" attitude a must.
- Professional and courteous demeanor.
- Administrative skills including computer and multi-line phone experience.
- Excellent interpersonal skills: warm, friendly with a positive attitude.
- Ability to receive feedback, adapt to change and communicate effectively.
- Excellent oral and written communication skills.
- Ability to work effectively and cooperatively with a diverse group of people.
- Ability to work independently and as a part of a team.
- Ability to self-manage in the absence of a supervisor.
- Ability to creatively problem-solve

Send cover letter and daytime phone number with Resume to wandac@washingtondcicc.org. No phone calls please. Only applicants under consideration for interview will be notified.

Accepting applications through April 30, 2014 only.

