

Organization: Endangered Wolf Center (AZA Member)

Location: Eureka, Missouri, United States

Job or Internship: Job

Job Description: Receptionist

Reports to: Guest Relations Manager

Job Summary:

Responsible for answering phones, booking reservations, greeting guests as they arrive, processing payments and other duties as assigned.

This is a part-time, 16 hour-per-week position that will work two days each week. Those days will remain the same each week but are negotiable.

Responsibilities:

- Serve as the "voice of the Center" to people who call. Provide excellent customer service when answering the phones and communicating with guests.
- Process reservations, process payments, take messages, answer questions and more.
- Perform other duties as assigned by the Guest Relations Manager.

Required Qualifications:

- Some College.
- Customer service experience.
- Ability and willingness to be flexible with tasks.
- Ability to use a computer.
- Willingness to master our online reservation system.
- Experience with Microsoft Word, Office and Excel.
- Flexible schedule.
- Willingness to participate in our Docent training course if not already completed.
- Able to establish and maintain good working relationships with other departments.