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.