

Coronado Campground

Office/Host Assistant

Town of Bernalillo

Recruitment Period: June 30, 2021 - Until Filled

Location: Bernalillo, New Mexico

Department: Campground

Job Status: Permanent/PT

Hourly Rate: \$11.50

ESSENTIAL DUTIES

Under the direction of the Coronado Campground Director, general duties include but are not limited to:

- Greeting campers answer their questions and orient them to their campsite.
- Must be accessible to campers and run office in evening hours.
- Must be able to handle cash and run credit card machine properly
- Receiving and directing visitors
- Answering telephone calls appropriately
- Take reservations
- Filing
- Must understand and be able to explain park rules if asked.
- Cleaning restrooms
- Other duties may be assigned

Minimum Requirements:

Proven professional experience in an administrative and customer service capacity, demonstrate ability to display initiative and assertiveness with minimal supervision. Ability to work effectively under pressure of customers: strong organizational skills, customer service, detail-oriented problem solving and solid communication skills with a professional telephone manner.

Education /Experience:

Must have a high school diploma or general education degree (GED). One (1) year of related experience is preferred.

Conditions of Employment:

Must possess and maintain a valid NM Driver License or NM Issued ID.

Must have excellent public relations and customer service skills.

Must be willing to work flexible hours

Working Conditions:

Work is performed in an indoor and outdoor setting.

Please send your completed application to:

Attn: Maria Santillan Human Resources Director

PO Box 638 Bernalillo, NM 87004

Or email to: jobs@townofbernalillo.org

Or send by fax to: (505) 771-8626