

## Front Desk Specialist

Part-Time - 20-28 Hours Per Week, \$8 per hour

Discovery Center is searching for a qualified and motivated candidate as an addition of the Visitor Services Specialist team. Duties include:

- Accurately balance cash registers for opening and closing of the museum.
- Utilize "Altru" admission software in order to effectively complete assigned tasks.
- Checking in guests and members for daily admission.
- Checking in school groups and birthday parties.
- Answering questions on admission, memberships, and museum exhibits.
- Responding to inquiries in person as well as through telephone and email.
- Performing other duties as needed.

Responsibilities and Requirements:

- High level of analytical ability and problem solving skills
- Skills in excellent customer service, both internal and external
- Effective verbal and written interpersonal and communication skills
- Excellent organizational skills, attention to detail and the ability to multi-task and handle conflicting priorities and deadlines appropriately
- Skills in utilizing Excel and data entry at an intermediate level
- Marketing and scheduling skills are a plus
- Availability to work weekends and occasional evening events.
- This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold