



NOW HIRING!

Customer Care Representatives and Customer Service Manager

Basic Responsibilities

- Greet and Welcome Guests - You will be the “face” of the company for all visitors and will be responsible for the first impression we make.
- Assist members with various questions concerning the facility and/or services provided
- Answer all incoming calls and redirect them or take messages
- Check, sort and forward voicemails/emails
- Keep updated records and files
- Collaborate with staff members to maintain a clean and safe environment and maintain well organized front desk
- Process cash and credit payments rapidly and accurately.
- Enter data promptly and efficiently
- Effectively communicate with both customers and management to maintain excellent customer service.
- Take on other duties as assigned

Requirements

- Must be able to work early mornings (5:30am) and weekends
- High School diploma or GED required, Associated Degree preferred.
- Knowledge and experience with use of cash register and computers
- Customer service experience
- Strong communication skills
- Good organizational and multi-tasking abilities
- Excellent work ethic

Compensation

- Competitive wages. Commensurate with experience.
- Manager pay: \$10.00 - \$15.00 per hour

APPLY BY CONTACTING GENERAL MANAGER, ANDREW STOCK

919-644-0339, Ext 224 AJStock@oc-sportsplex.com