



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



ICE RINK

NOW HIRING ZAMBONI DRIVER!

APPLY BY CONTACTING KEVIN KAMENSKI

919-644-0339, Ext 239

KKamenski@oc-sportsplex.com

**OR STOP BY THE FRONT DESK
AND SUBMIT YOUR APPLICATION TODAY**

- **No prior experience required**
- **Must be able to work nights and weekends**
- **Competitive pay rate (commensurate with experience)**
- **Half price on Triangle Adult Hockey League**
- **Free individual Sportsplex Membership**



Full-Time HAC Head Age Group Coach

Hillsborough Aquatic Club, a year-round USA Swimming team, seeks qualified & passionate full-time Head Age Group Coach. Coaches in this full-time position are on deck 5 afternoons/nights per week and Saturday mornings, plus an average of 1-2 competitions per month. Coaches will work with swimmers from the beginner competition level up to swimmers who have qualified for USA Swimming Jr. Nationals. Applicants must be USA Swimming Coach Certified or willing to do so (or re-cert) within 7 days.

Compensation: Hourly pay with potential for salary, Commensurate with experience

To apply, please email resume and at least 2 professional references to Head Coach Clifton Gordon at cgordon@oc-sportsplex.com

Part-Time HAC Age Group/Senior Coach

Hillsborough Aquatic Club, a year-round USA Swimming team, seeks qualified & passionate part-time Age Group/Senior Coach. Coaches in this part-time position are on deck 5 afternoons/nights per week, plus an average of 1-2 competitions per month. Coaches will work with swimmers from the beginner competition level up to swimmers who have qualified for North Carolina Age Group Champs and Senior Champs. Applicants must be USA Swimming Coach Certified or willing to do so (or re-cert) within 7 days.

Compensation: Hourly pay; Commensurate with experience

To apply, please email resumé and at least 2 professional references to Head Coach Clifton Gordon at cgordon@oc-sportsplex.com