**RECEPTIONIST/CUSTOMER SUPPORT**

We are seeking a highly motivated and detail oriented Customer Support Representative for a Part-Time, Year Round position. Must be able to work 10 to 15 hours per week including evening and weekend hours. Scheduled hours will vary from week to week.

Qualifications: A high School degree and experience working in an environment requiring multitasking are required. Candidate must possess excellent customer service, general office practices and computer skills (Microsoft Word and Excel). Class registration software experience is desired.

Under direct supervision, the Customer Support Representative is responsible for answering phones, data entry, registrations, cash handling, filing and other office duties, as assigned. This position also offers support to management staff and program supervisors.

Salary: $10.00 per hour

To apply, please submit a resume to: [jtittelbach@thecommunityhouse.org](mailto:jtittelbach@thecommunityhouse.org)

Applications are available at the Registration Desk.