

## **Office Assistant – San Diego Civic Youth Ballet – Balboa Park**

### **Office Assistant Job Description:**

*Responsible for providing administrative support to SDCYB staff. These duties include but are not limited to: reception, registering students for classes, and general office maintenance. Minimum of 2 years customer service/retail experience required, non-profit and/or dance front desk experience strongly preferred. Ideal candidates will have strong written and verbal communication skills, computer skills, and display excellent judgment, professionalism and flexibility. This individual will report to the Executive Director and will work in a fun and respectful, kid-friendly environment. Bilingual candidates strongly encouraged to apply. This position averages 6-10 hours per week, 26-30 hours a month. \$12/hr.*

*Required: Saturday, 8:30 am-3:00 pm. Additional weekday hours and extended weekend hours during productions and events.*

### **DUTIES AND RESPONSIBILITIES**

*Handle reception, including:*

- *Answer the phone/Check Messages*
- *Greet students and parents and answer questions as needed*
- *Enroll students/process payments*
- *Sell tickets to productions/events*
- *General Customer Service*

*Maintain office cleanliness and order, including:*

- *Ensure concessions area is stocked in an appropriate manner*
- *Maintain concessions inventory*
- *Take out trash/recycling*

### **REQUIRED QUALIFICATIONS**

- *Minimum two years exceptional customer service experience.*
- *Demonstrated strong written and oral communication skills.*
- *Bilingual in Spanish preferred.*
- *Desire to work in a family/child friendly environment.*
- *Demonstrated ability to work independently and as a team.*
- *Microsoft Office software (Word, Excel, online enrollment system)*
- *Knowledge of general office machines and telephone system.*
- *Ability to maintain excellent customer service skills in high volume environment.*
- *High degree of discretion dealing with confidential information.*
- *Ability to lift/push/pull minimum 20 lbs., maximum 60 lbs.*
- *Ability to work a flexible schedule, Saturdays required, weekday/weekend availability.*

No calls please. Submit cover letter, resume with at least 2 references to [HR@sdcyb.org](mailto:HR@sdcyb.org) with *Office Assistant* in the Subject. Deadline to apply is December 20<sup>th</sup>.