

Job Announcement Guest Services Representative (Part-time)

The Holden Arboretum / Cleveland Botanical Garden is recruiting for an individual willing and able to work flexible weekdays, evenings and weekends as a Part-time Guest Services Representative at the Cleveland Botanical Garden location.

The Part-time Guest Services Representative is responsible for:

- Greeting all guests, school groups and group tours that enter Cleveland Botanical Garden and creating a positive and enjoyable experience for them.
- Assisting guests both in person and over the telephone with their questions about memberships, events, programs, services, Cleveland Botanical Garden and the surrounding area.
- Conducting ticket sales and other transactions.
- Performing end of day reconciliation for all sales transactions.
- Maintaining count of all guests, groups and other visitors.
- Processing sales of memberships and classes.

Week day, Evening and Weekend hours are required.

Qualifications

- Strong customer service skills and experience working with the general public.
- Ability to work flexible schedule on an as needed basis.
- Excellent communication skills.
- Computer experience.
- Attention to detail to accurately process cash/credit card transactions.

Apply

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online at

<https://home.eease.adp.com/recruit/?id=11651621>

Posting Date: December 2014

Closing Date: Until Filled

The Holden Arboretum/Cleveland Botanical Garden is an equal opportunity, ADA employer and a drug-free workplace.