

EXPO CENTER

3980 Bill Robertson Lane

Los Angeles, CA 90037

(213) 763-0114

Recreation Assistant- Guest Services (Front Desk)

Description of Duties: Serves as the front line staff for the EXPO Center by interacting with many patrons who utilize the facility. Responsibilities include answering a multi-line phone system and greeting patrons in person and over the phone, direct patrons to their designated areas in the facility; Receiving program registration and payments, promoting program classes and special events, taking memberships and conducting customer service (including responding to complaints, service issues and other general questions or concerns of the facility). Filing, mail distribution and must be able to operate basic office equipment, including phone, copy and fax machine. Having a working knowledge of the Online Activity Catalog.

Available Hours: Approximately 10-20 hours per week, based on the needs of the facility.

Available Shifts:

Monday- Saturday

6:00 a.m. - 11:00 a.m.

11:00 a.m. - 4:00 p.m.

4:00 p.m. - 9:00 p.m.

Qualifications: Must have a background or experience in customer service.

Requirements: May not work more than 20 hours per week.

To Apply: Send Resume to:

David Johnson
3980 Bill Robertson Lane
Los Angeles, California 90037
(213) 763-0114 ext. 260
Email: david.johnson@lacity.org

Last day to apply: August 8, 2017