



JOB OPENING

JOB TITLE	Guest Services Assistant
POSTING DATE	October 9, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Part-time/Temporary
START DATE & WORK SCHEDULE	ASAP This is a part-time position with a maximum of 25 hours per week. Must be able to work ALL shifts.
PAY RATE	\$13.50 - \$15.50 per hour
PREVIOUS WORK EXPERIENCE	General office clerical and experience working with the public preferred.
EDUCATION:	High school graduate or equivalent preferred. Must be at least 18 years of age.
SPECIAL SKILLS & TRAINING	Proficient in all aspects of computers, preferably Microsoft Word, Excel, Internet-based online systems, and RecTrac. Excellent communication skills, customer service, and multi-tasking skills for extensive interaction with the public. Typing (35 wpm), filing, ability to problem solve, and possessing working knowledge of general office equipment.
BASIC RESPONSIBILITIES	Perform a variety of general office tasks including computerized registration, and check-ins, selling passes, typing, duplicating, answering telephone calls, extensive customer service and contact.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER