



TOWN OF ABINGDON

Customer Service Associate/ Coomes Recreation Center

The Town of Abingdon, Virginia is currently accepting applications for a part-time **Customer Service Associate**.

The Customer Service Associate will work in conjunction with administrative staff to ensure the front desk and lobby area presents a welcoming and friendly image to all participants. This position will also be responsible for providing information regarding activities conducted at the Coomes Center including classes, special events, and programs. Additionally, this position will also handle incoming communications to staff, answer inquiries, and obtain information for the general public, staff, patrons, members, and prospective members.

Minimum Requirements:

- High School diploma or equivalent
- College experience preferred.
- Must have a working knowledge of computers.
- Customer Service experience is required.
- Cash handling or retail experience is desired.
- Must possess a high level of organization and accuracy;
- Ability to have a pleasant personality while remaining calm and helpful in stressful situations.

Salary Range: \$8.00 – 10.00 per hour

Application Deadline: Please access and submit your application via the Town of Abingdon's website: www.abingdon-va.gov no later than Thursday, September 17, 2020, at 5:00 pm.

The Town of Abingdon is an equal opportunity employer.