



## **TOWN OF ABINGDON**

### **Abingdon, Virginia**

### **Customer Service Associate/ Coomes Recreation Center**

The Town of Abingdon, Virginia is accepting applications for a part-time **Customer Service Associate**. The Associate will be required to work in conjunction with administrative staff to ensure that the front desk and lobby area presents a welcoming, friendly image to all participants. They will handle incoming communications to staff, answer inquiries and obtain information for the general public, staff, patrons, members, and prospective members. The Customer Service Associate will also provide information regarding activities conducted at the Coomes Center including classes, special events, and programs.

#### **Minimum Requirements:**

- High School diploma or equivalent, prefer college experience.
- Individual 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; have a pleasant personality, yet be able to remain 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](http://www.abingdon-va.gov). This position will remain open until filled.

The Town of Abingdon is an equal opportunity employer.