



**Job Opportunity**  
**Town of Abingdon, Virginia**  
**Immediate Need**

**Posting Date: September 15, 2021**

**Position: Customer Service Associate**

**Closing Date: Open Until Filled**

**Department: Recreation**

**Salary: \$9.50 - \$10.00 per hour**

**Job Type: Part-Time**

**Position Description:**

The Associate will be required to work with administrative staff to ensure that the front desk and lobby areas present a welcoming, friendly image to all participants. The Customer Service Associate will handle incoming communications to staff, answer inquiries and obtain information for the general public, staff, patrons, members, and prospective members. Additional duties include providing information regarding classes, special events, programs, and other activities held at the Coomes Center.

**Skills and 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
- Must possess a high level of organization and accuracy
- have a pleasant personality
- The ability to remain calm and helpful in stressful situations

**Application:**

You may access and submit your application to: [www.abingdon-va.gov](http://www.abingdon-va.gov)

This position will remain open until filled.

The Town of Abingdon offers an excellent benefits package that includes medical and dental insurance, paid annual leave, paid holidays, and Virginia State Retirement to Full-Time employees.

The Town of Abingdon is an equal opportunity employer.