

Job Title Administrative Assistant-Sales and Rentals	
Hourly Pay Rate \$17.00	Time-base 119-day Part-time, Seasonal, Temporary
Job Overview This position performs a variety of clerical, administrative, and office support for the Sales and Rentals Department.	
Duties and Responsibilities include, but are not limited, to the following:)Provides excellent customer service (in-person, phone, and email) by answering questions promptly.)Assists with tracking the status of Concessions and Commercial Vendor contracts.)Helps to ensure all required documents and payment forms are processed accurately.)Files and organizes documents and records in various filing systems utilizing organizational skills.)Operates a variety of office equipment including a computer, copier, scanner, fax machine, telephone, and utilizes various computer applications.)Performs responsibilities in an efficient manner and according to procedures to ensure expediency and accuracy while meeting deadlines.)Performs other related duties as assigned or requested when needed.	
Qualifications)Excellent customer service, communication skills, and team player.)Detail-oriented, organizational skills, quick learner, ability to multi-task, work independently, and meet deadlines.)Knowledge of office procedures and office equipment including computers and applicable software applications (e.g., Word, Excel, Outlook).)Good judgement and professionalism.	
Working Conditions)Works in a standard office setting operating standard office equipment.)Works a flexible schedule including weekends when necessary.	