

Korte Recreation Center Front Desk Manager

The City of Highland seeks qualified candidates for the full-time position of Korte Recreation Center Front Desk Manager. Responsibilities include overseeing all front desk operations including clerical and customer service functions, human resources management, equipment maintenance, and marketing for the facility as well as minor programs.

Essential duties and responsibilities include answering the phone and directing calls; servicing front desk customers; responding to inquiries, requests, complaints, etc.; receives and processes membership payments; processing of bi-weekly payroll, generation and maintenance of membership records; assists with facility management including opening of the facility and human resources management of front desk staff.

Qualifications include an Associates Degree in a related field, as well as a minimum of two years related customer service, accounting, management and cash handling experience. Excellent communication and interpersonal skills are required. Knowledge of Microsoft Office applications, specifically Word and Excel is a must. Candidates must also be able to work an irregular schedule of 5:00 a.m. to 1:00 p.m., Monday through Friday as well as the flexibility to work some weekends and evenings as necessary. Residency within the Highland City Limits is required within 6 months of completing the probationary period.

If you meet the qualifications outlined above please submit a resume and cover letter no later than Monday, December 29, 2008 to:

City of Highland
Attn: Director of Human Resources
1115 Broadway
P.O. Box 218
Highland, IL. 62249

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