



GUEST SERVICE REPRESENTATIVE

POSITION OPEN

Brian Head Town seeks qualified applicants to serve as the Guest Service Representative. This unique opportunity provides unmatched quality of life in a relaxed mountain town atmosphere, while still offering varied and interesting job content.

Under the direction of the Town Manager, the Guest Service Representative performs a variety of support duties involving greeting the public with information on Brian Head, telephone inquiries, database entry, correspondences. The successful candidate will have excellent interpersonal skills, impeccable integrity, and the ability to work effectively with limited supervision.

Starting salary range is expected to be \$10 to \$12 per hour depending on experience.

Applications and a complete job description can be found at brianheadtown.utah.gov or at Town Hall (56 North Highway 143, Brian Head, UT – 435-677-2029) between 8 a.m. and 4:30 p.m. M-F. A completed application and resume should be submitted to Shane Williamson, Town Treasurer or scwilliamson@bhtown.utah.gov. The position will remain open until filled, Brian Head Town is an Equal Opportunity Employer.

Job Description

Title: Guest Service Representative
Department: Administration
Date: July 22, 2021
FLSA Status: Part-Time

POSITION SUMMARY:

Performs a variety of support duties involving public relations, telephone inquiries, correspondences, records management, updating and maintaining databases, assisting with Public Works and Administration Departments for clerical support.

ACCOUNTABILITY/RESPONSIBILITIES:

Completes correspondences on a variety of subjects related to the Administrative and Public Works departments; receives and distributes the Town mail to the appropriate personnel, maintains databases for the departments, responsible for ordering the office supplies and building maintenance supplies for the Town Hall.

Distributes Town brochures to local businesses; creates Town scrapbooks; and assists with archiving Town documents. Assists in filing for all departments and performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have knowledge of standard office practices and procedures; and have good English; grammar; spelling and general writing techniques; and a working knowledge of standard office equipment. Required to have Interpersonal, public relations, good communication, and good organizational skills. Must have the ability to develop effective working relationships with co-workers.

Must possess a good knowledge of filing systems, and some knowledge of computer systems and software programs, such as Microsoft office.

EDUCATION AND EXPERIENCE

Required:

- Graduation from high school or equivalent with two years' experience in customer relations.

DISCLAIMER:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Pre-employment drug screen and/or physical may be required.
Brian Head Town is an Equal Opportunity Employer and ADA compliant.**