

Office Secretary

Company Overview

Station5ONE is an Event Operator for Basketball and Volleyball Tournaments Leagues Camps Clinics and Showcases. Hosting over 100 events per year, we specialize in premium experience for teams and players at all levels of competition.

Job Summary

Station5ONE has an exciting opportunity for you to become an integral part of a fast-paced, growing company. If you are outgoing, responsible, and passionate about working with people then we have a job for you. This is a part-time position daily Monday through Friday hours.

As an Office Secretary, you will be responsible for delivering the highest quality customer service to all members and guests through professional greetings, answering phones, account maintenance, and extensive knowledge of Station5ONE products and services.

Hours of Operation

Monday - 8:00 am - 6:00 pm - 9 Hour Shift

Tuesday - 8:00 am - 6:00 pm - 9 Hour Shift

Wednesday - 8:00 am - 6:00 pm - 9 Hour Shift

Thursday - 8:00 am - 6:00 pm - 9 Hour Shift

Friday - 8:00 am - 1:00 pm - 4 Hour Shift

Weekends - OFF

Responsibilities & Duties

Greet and service members in a friendly and professional manner.

Answer company emails and phone calls to properly answer customer questions and concerns.

Print all program rosters for coaches daily prior to classes.

Update and track all facility rentals using EZ Facility and Microsoft Excel.

Attentively and promptly respond to member needs.

Admit members by scanning their membership cards and appropriately respond to messages regarding their membership account and assist facility employees when available.

Process QuickBooks for employee pay.

Enter sales transactions for members, including program, service, and product payments.

Process member paperwork, including address changes, electronic funds transfers, and payments.

Qualifications & Skills

2 or more years in customer service.

Bachelor's degree preferred. Sports Management and Customer Service background preferred.

Proficient in Microsoft Office, Excel, QuickBooks, and EZ Facilities. - Can be Trained.

Effective management skills across a range of activities and tasks.

Job Type: Part-time/Full-time

Pay: \$16.50 - \$23.01/ Hour

TO APPLY, PLEASE SEND A RESUME, A COVER LETTER, AND ALL CREDENTIALS.

info@station5one.com or call - 309-660-4854 with any questions.