



Front Desk Assistant

Position Overview

Samena, a family-friendly, nonprofit recreation club in Bellevue, is looking for a part-time Front Desk Assistant with an energetic personality and flexible hours. The Front Desk is an integral part to fulfilling Samena's mission to connect and enrich our community through wellness, education, and fun.

An ideal candidate will be able to provide a high level of customer service while maintaining an organized office environment. This candidate will also use their enthusiasm to promote both our programs and the Club by presenting a positive first contact for our Members and guests.

Responsibilities

1. Provide excellent customer service.
2. Register customers for classes, programs, membership, and services quickly and accurately.
3. Serve as a knowledgeable information desk for both Members and guests.
4. Maintain the filing system, forms/packets/cards, and retail and concessions inventory.
5. Respond to phone calls, emails, and requests for information.
6. Count in and balance a till in an efficient and accurate manner.
7. Give Club tours.
8. Provide administrative support for supervisors and other department managers as needed.

Qualifications

1. Ability to display friendly, helpful service to Members and guests while maintaining professionalism and competency on the job.
2. Excellent communication, organizational, and interpersonal skills.
3. General computer knowledge and competency, comfortable learning new technology.
4. Ability to multi-task and be resourceful.
5. Responsible and dependable team player with the ability to work independently.

Contact

Please send resume and cover letter to:

Chelsea Jordan, Operations Manager
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