

Services Support Staff - Part Time

California Welcome Center - Gilroy-Gilroy, CA

Part-Time 6h/wk \$5,304.00/year Business Casual Attire

Sales

The ideal candidate would provide information services to our visitors with efficient and expert information in a warm and friendly manner and perform general office duties.

Duties include but not limited to:

- Cordially greet, assist, and interact with visiting guests.
- Create a warm and courteous first and lasting impression with visitors.
- Answer phones and send out requested information.
- Provide visitors with accurate information regarding current events, points of interest, directions and up to date travel information.
- Assist with retail sales check out when needed.
- Keep brochures stocked in brochure racks.
- Maintain organization on the sales floor.
- Serve as an Ambassador for Gilroy!
- Must be able to work weekends and holidays with some weekday coverage as needed.
- Assist with itineraries.
- Assist with fulfillment bags for tour groups, RV Groups, Wedding parties, etc.
- Communicate with the Welcome Center Manager when brochure inventory is low.
- Perform all job duties in a safe/responsible manner
- Perform other duties as assigned.

Requirements

- High School Graduate
- Minimum of 2 years' experience working with public/general office
- Microsoft Office Experience
- Pleasant telephone demeanor and ability to communicate effectively.
- Ability to work with minimal supervision

Location

Gilroy Premium Outlets 8155-6 Arroyo Circle Gilroy, CA 95020