



Please Post

VACANCY NOTICE #06-16

Title: Guest Service Representative/Sales Associate
Temporary Part-Time
Department: Walatowa Visitor Center
Salary: Depending on Experience

JOB SUMMARY:

Welcome guests, perform sales transactions and provide information regarding both the Pueblo of Jemez and surrounding areas to visitors. Provide guided hikes and tours to individuals and large groups. Perform clerical duties and record daily transactions for the Walatowa Visitor Center using computerized Point-of-Sales System.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:

- High School diploma or equivalent
- Must have great public relation/communication skills
- Previous sales experience necessary
- Must be skilled in the use of personal computers and word processing software
- Must be available for on-call and weekend hours

QUALIFICATIONS:

- Ability to provide a high level of customer service by answering questions, providing accurate information, and responding to requests in a timely manner
- Must be able to aggressively sell pottery and other inventory items
- Must be able to hike up to five miles a day
- Ability to follow directions and other established procedures
- Operate various office equipment, personal computer, facsimile, copy machine.

CLOSING DATE: Open Until Filled

TO APPLY: Submit a completed Jemez Community Development Corporation application to: Jemez Community Development P.O. BOX 280 Jemez Pueblo, New Mexico 87024, no later than 5:00pm on the closing date. For further information or to request an application contact the JCDC Business Office at 575.834.7235 or via email at: jcdc@jemezueblo.com

June 08, 2016 J.T.

JEMEZ COMMUNITY DEVELOPMENT CORPORATION
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