



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a part-time position for a client located in Downtown Mesa, AZ.

Box Office Representative – Temporary Part-Time

JOB DESCRIPTION: Provide customer service by interacting with the public, field questions and provide information to visitors, take payment (cash or credit card transaction) for ticket entry into the event.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Provide information to visitors and respond to questions/concerns.
- Answer incoming calls.
- Selling concert tickets
- Registering students for classes
- Process payment using cash and credit card transactions

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED preferred.
- Previous cash and credit card handling experience preferred.
- Must be able to lift 50lbs.
- Good communication skills are required.
- Public speaking skills are needed.
- Ability to stand and walk for long periods of time.
- Must be able to work outdoors.
- Must have excellent customer service skills to include dealing with the public (Speak calmly to angry people).

Any job offer may be contingent upon the successful completion of criminal background check, employment verifications, reference checks, FBI fingerprinting and pre-employment drug screen following federal guidelines. All qualified candidates for this position must be eligible to work in the United States. Equal Employment Opportunity.

HOURS/SHIFT: Variable Shifts– Afternoons, Evenings and Weekends

PAY RATE: \$13.14/hr.

TERM: Temporary Part-Time

Qualified applicants can email their resumes for review to email@chrc4work.com.

