

**Receptionist/Customer Service Representative II
Bismarck Parks and Recreation District (BPRD)**

As one of Bismarck Parks and Recreation District's Receptionist/Customer Service Representatives, you will be the first impression customers have when inquiring about BPRD recreational opportunities and services. You will be assisting customers and co-workers on a variety of tasks, and no two days will be the same.

To thrive in this position, you must demonstrate superior oral and written communication skills; be proficient with computers; have superior organizational, problem-solving, critical-thinking and time-management skills; have the ability to multi-task and prioritize work; and be able to pass a background check and drug/alcohol screening.

If you meet these requirements, we will be screening application materials for these minimum qualifications: An associate degree or higher in a field related directly to the job description with two years' experience related to the job description, a valid driver's license, and the ability to lift a minimum of 30 pounds. Other requirements include computer knowledge and proficiency in Microsoft Office (Word, Excel, Outlook), Google applications and databases; experience or education in office administration procedures, accounting procedures, and use of office machines; and experience with customer interaction, in person and over the phone.

Preferred qualifications include a bachelor's degree or additional education related to the job description, additional years' experience related to the job description, certifications or licenses related to the job description such as the Administrative Professional Certificate, and familiarity with the ActiveNet recreation management software.

Starting bi-weekly salary range is \$1,575 - \$1,775 and will include the comprehensive full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be submitted to BPRD, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504 or emailed to jobs@bisparks.org by 12:00 p.m. CT on May 28, 2024 or until the position is filled.

The job description and application can be viewed and obtained at the BPRD office or at www.bisparks.org.

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