

# **New Orleans City Park Full-time Job Vacancy Notice: Administrative Receptionist**



New Orleans City Park is seeking a full-time Administrative Receptionist to be the central information source for the entire Park.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers phone calls and emails to the City Park Administration Building in a courteous, professional, and timely manner.
- Is knowledgeable of all City Park activities and events and is able to provide general park-wide information and give accurate directions to guests.
- Attends to walk-in guests and the monitoring of meeting room schedules.
- Assists the HR Director and Executive Assistant with duties as needed, including the processing and filing of personnel files, and is able to keep a high level of confidentiality.
- Provides as back-up for the NOLA City Park Coordinator.
- Keeps a running inventory of supplies for the Administration building and places orders as needed.
- Assists in the production and editing of City Park's quarterly employee newsletter.

## **EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED) with one to two years of customer service experience required.
- Must be detailed oriented.
- Working knowledge of Microsoft Office programs.

\*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to [hr@nosp.org](mailto:hr@nosp.org).