

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



New Orleans City Park is seeking a full-time Front Desk 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.
- 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.

## **SUSTAINABILITY GOALS**

City Park employees must strive to decrease our environmental footprint by continually seeking ways to reduce waste and energy usage, care for natural Park habitat and wildlife, and to serve as models to our patrons to do the same through education and example.

## **EDUCATION and/or EXPERIENCE**

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

\*To apply you may email your resume to City Park's Human Resources department at [hr@nocp.org](mailto:hr@nocp.org), or you may complete an application at the City Park Administration building located at 1 Palm Drive in City Park, Monday through Friday between 8:30 a.m. and 4:30 p.m.