



TOWN OF MANCHESTER



POSITION AVAILABLE

PT WORK_SPACE ASSOCIATE

\$15.00 per hour

12-20 hours/Monday - Saturday

Hours will vary – early mornings, afternoons and late evenings

CLOSING DATE: Monday, October 22, 2018

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: This position supports the Coworking and Meeting Center Space at 901/903 Main Street. Set-up for events including moving furniture and preparing technology. Cover the reception desk, answer phones, greet visitors and provide tours. Clean common spaces to ensure a neat and hospitable environment. Light data entry and processing forms to help us book meetings and events and track our membership, customers and visitors. Post social media and website updates. Assists with processing invoices and check requests. Coordinate food pick-up, supplies and mail.

DESIRABLE KNOWLEDGE AND SKILLS: Knowledge of basic clerical tasks and procedures. Ability to use a computer and related technology including social media. Ability to work independently on a variety of assignments. Ability to handle difficult and varied situations with employees and/or the public. Ability to establish and maintain effective working relationships with co-workers, supervisors, customers and the general public. Excellent customer service skills and judgement that provides good ideas, solutions to problems and a win-win attitude that supports and forwards the mission of the space.

REQUIREMENTS: High School Diploma or equivalent, some general office experience, strong computer skills and experience working with the public. Moderate to strenuous physical effort may be required including frequent lifting, bending, standing, climbing and walking. May be required to move (push, pull, lift) objects weighing 25 to 100 pounds.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, October 22, 2018 or must be postmarked by Monday, October 22, 2018. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.