



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### PT WORK\_SPACE ASSOCIATE

**\$15.00 per hour**

**10-15 hours/Monday - Saturday**

**Hours will vary – early mornings, afternoons and late evenings**

**CLOSING DATE: FRIDAY, February 16, 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 (involves moving furniture and preparing technology). Cover the reception desk, 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.

**DESIRABLE KNOWLEDGE AND SKILLS:** Knowledge of basic clerical tasks and procedures. Ability to use a computer and related technology. 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.

**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: [www.townofmanchester.org](http://www.townofmanchester.org). Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, February 16, 2018 or must be postmarked by Friday, February 16, 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 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.