

Town of Manchester, Connecticut
List of Duties
Part time Work_Space Associate

\$ 15 per hour – 12-20 hours per week
Flexible schedule accommodate changing event calendar
Hours could be as early as 7:00 a.m. and as late as 10:00 p.m.
Monday –Saturday

This position supports the Coworking and Meeting Center Space at 901/903 Main Street.

Duties:

- Event set-up, clean-up and oversight. May involve moving furniture and preparing technology and handling logistical issues.
- Cover the reception desk, answer phones, greet visitors, and provide tours to perspective members.
- 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 and visitors. Post social media and website updates.
- Assists with processing invoices and check requests. Coordinate food pick-up, supplies and mail.

Knowledge, Skill, and Training:

- 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 judgment that provides good ideas, solutions to problems, and a win-win attitude that supports and forwards the mission of the space.

Physical Working Conditions:

- 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.

Minimum Training and Experience:

- High School Diploma or equivalent, some general office experience, strong computer skills and experience working with the public.

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.