



JOB OPENING

SEASONAL ADMINISTRATIVE POSITION

Job Description

Kamas City is seeking a seasonal administrative employee. The position will be responsible for aiding in all aspects of customer service. Part time, work up to 16-24 hours per week. Position will run from mid-June through the end of July. Pay will be \$20.00 per hour.

Essential Job Functions

- Assisting at front desk, welcoming visitors and answering phones with professionalism and courtesy.
- Assisting with the sale of Fiesta Days tickets and answering questions regarding the celebration.
- Be available to work evenings during the Kamas Valley Fiesta Days events.
- Meet performance standards established with the employee's manager.
- Performs other related duties and responsibilities as assigned.
- Be reliable and arrive to work as scheduled.

Qualifications

Experience in customer service preferred. Basic computer skills and communication skills required. Must live within the Kamas Valley or within 30 miles of the Kamas Valley. Job is open until filled.

Please submit completed application, resume and cover letter to Kamas City Hall 170 North Main St., Kamas, UT 84036. Applications are available at Kamas City Hall 170 North Main St., Kamas, Utah 84036, Monday - Thursday between the hours of 9:00 AM to 5:00 PM, or online at www.kamascityut.gov

Kamas City is an equal opportunity employer