JOB OPPORTUNITY
CUSTOMER SERVICE REPRESENTATIVE
Part-Time Position (19 3/4 hours per week)
$9.73 per hour
City of Belle Fourche
Belle Fourche Area Community Center

Essential duties include:
• General customer service
• Checking in members
• Answering the telephone
• Data entry
• Processing membership information
• Light clerical work
• Other duties as assigned

Requirements:
• Outgoing, pleasant personality and enjoy working with public, flexible as hours vary and patient personality.
• High degree of responsibility.
• CPR/First Aid certification preferred but will provide training if necessary.
• Ability to add, subtract, multiply and divide.
• Ability to read and comprehend simple instructions.
• Ability to write routine reports and simple correspondence.
• Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions

Benefits:
• Bi-weekly payroll
• 25% discount on Belle Fourche Area Community Center membership.
• Direct deposit of pay check
• Worker’s compensation

Process:
• Applications available at Belle Fourche City Hall, 511 Sixth Avenue, Belle Fourche, SD 57717
• OR available on www.bellefourche.org/employment
• Applications accepted until position is filled.
  • Applications MUST be turned in to or sent to Human Resources at City Hall.
  • You MUST complete and return a city application to be considered for any open position.
• Contact Nate or Renee at BFACC with any questions you may have about the position. 605-892-2467.

Equal Opportunity Employer