



## **Bedford Heights Department of Community Life**

### **Position Announcements**

#### **Part-time Clerk/Receptionist**

The clerk/receptionist greets all visitors to the center, answers the telephone, assists patrons with processing all registrations, handles all inquiries, and provides information.

Receptionist will be required to issue membership and I.D. cards, collect fees, prepare, and maintain records/reports, ensure the enforcement of community center rules, be able to grasp various software programs associated with the center, and possess basic math skills, etc.

A high school diploma or equivalent, along with a minimum of one year of previous office experience, is required. The successful candidate must have excellent people skills, understand, and apply good customer service skills, and be able to lift up to 15 pounds.

All successful candidates must be able to work a flexible work schedule and be available at various times throughout the day (*Monday – Saturday*). The successful candidate must also pass a background check and drug screening. A high school diploma or equivalent is required to work for the City of Bedford Heights.

Please visit our website ([bedfordheights.gov/employment](http://bedfordheights.gov/employment)), visit city hall, or the community center to obtain an employment application. Your completed application must be notarized and submitted along with a resume and a letter of interest, via email ([employment@bedfordheights.gov](mailto:employment@bedfordheights.gov)), in-person or via postal mail to the mayor's office at Bedford Heights City Hall, 5661 Perkins Road, Bedford Heights, Ohio 44146. Positions will remain posted until filled.

**The City of Bedford Heights is an Equal Opportunity Employer.**

If you have any questions about any of the positions listed, please contact Roderick D. May (440-786-3215).