

Job Description - Seasonal Office Staff

Status: Seasonal/Hourly

Job Summary:

Seasonal office staff is responsible for keeping the BHPFA HQ staffed on the weekends during the summer season. This position will be expected to answer any phone calls that come in and triage them appropriately. This position is required to have substantial knowledge of the BHPFA POS system to solve technical issues as they arise. There will be office tasks that need to be completed daily. These duties can include but not be limited to inventory picks, membership entry, inventory management, etc.

Duties:

- Work in the BHPFA office during scheduled shift
- Answer the phones
- Solve fundamental tech issues (when they come up)
- New membership data entry
- Inventory picks
- Receive new inventory
- Penny pressing
- Transport picks to Custer storage.
- Deposits and Paperwork

Skills & Qualifications:

- 1-2 years BHPFA experience
- Must be over 18 years of age
- Basic computer skills
- Be able to work on your own.
- Must possess and maintain a valid driver's license.
- Access to privately owned vehicle that can transport merchandise and proof of valid vehicle insurance.

Salary & Schedule:

- \$12.00 to \$15.00 per hour
- Generally, May 1 through October 31. These dates may vary.

X

Team Member

X

Operations Manager