



JOB OPENING

JOB TITLE:	Ice Arena office assistant
OPENING DATE:	October 18, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Special Services/Ice Arena
EMPLOYMENT STATUS:	Temporary, Part-Time
START DATE & WORK SCHEDULE:	A.S.A.P. 10 - 30 hours per week; must be available and Hours are primarily evenings and weekends, with some day shifts.
PAY RATE:	\$13.50- \$15.50 per hour
PREVIOUS WORK EXPERIENCE:	Previous experience is preferred but will train.
EDUCATION:	Minimum High School or currently enrolled, must be 18 years old
SPECIAL SKILLS & TRAINING:	Excellent customer service skills and knowledge of computers including Microsoft word and Excel preferred but will train.
BASIC RESPONSIBILITIES:	General office administration and customer service including, but not limited to, customer transaction and minor acc/ reporting, answering phones, in-arena client customer service, arena point of scale/cashier operations, assisting in administrative duties for arena programming performing office opening/closing protocol, light cleaning and filling.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents in .pdf form to hr@fhgov.com or in-person to the Current employees should submit a letter of interest and resume to Human Resources..

Equal Opportunity Employer.