



# Job Announcement

*(Relocation not included)*

Announcement Number  
EVTAST10617

Opening Date  
10/6/2017

Closing Date  
Until filled

Part-time Position  
Events Assistant

Location  
Kapolei, HI

Days/Hours  
Monday through Friday (20-30 hrs./wk.)  
Weekends (as needed)

## Description

Position duties include making reservations for parties and group events, answering phones, using point of sale (POS) system to book reservations, communicating with customers via email and telephone, placing food orders for events, and following-up with customers and vendors. Candidate will periodically assist with hosting parties, checking-in customers and monitoring courts as well as participate in developing marketing campaigns.

## Qualifications

Must be organized and attentive to details with strong verbal and written communication skills. Candidate should have a high energy level with strong administrative and customer service skills. Must be proficient in Microsoft Word and Outlook, and able to type a minimum of 45 wpm. Familiarity with booking reservations and telephone sales is desired. Knowledge of graphics software and social media marketing is helpful. Physical requirements include (but are not limited to) the ability to lift a minimum of 25 lbs. and occasionally lift up to 50 lbs., pushing, pulling, carrying, stooping, bending, squatting, and reaching.

## Rate of Pay

\$13.00 - \$14.00/hr.

## Evaluation Period

Six months.

## Application Instructions

Application can be found here: [http://itrampolinehawaii.com/docs/Employment\\_Application.pdf](http://itrampolinehawaii.com/docs/Employment_Application.pdf)  
Submit application and resume in either 'pdf' or 'doc' format via: e-mail to: [trampolineparkops@gmail.com](mailto:trampolineparkops@gmail.com) (do not send a link to your resume); fax to (808) 394-2149; or mail/drop off at 91-029 Malakole Street, Kapolei, Hawaii 96707. Please reference job announcement number EVTAST10617 on your application.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.*