



Job Announcement

(Relocation not included)

Announcement Number
TRAMEA2018

Part-time Position
Events Assistant

Location
Waipahu, Hawaii

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

Rate of Pay
\$13.00/Hr.

Evaluation Period
Six months

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.

Application Instructions

Submit application and a copy of resume in either "pdf" or "doc" format via email to employment@itrampolinehawaii.com, via fax to (808) 394-2149, or mail to P.O. Box 970940, Waipahu, HI 96797. Drop off applications at 94-157 Leoleo St., Waipahu, HI 96797. Please be sure to reference job announcement. Relocation not included.