Position	**Events Receptionist PT**
Facility Name	**Lynnwood Convention Center**
Location	**Lynnwood, WA**

LOCATION: **Lynnwood Convention Center**
POSITION: **Events Receptionist (Part-time)**
DEPARTMENT: **Operations**
Pay Range: **$17.00-$18.00**

***Free Parking *Located on Bus Route *401K Participation *Free Food *250 Dollar Signing Bonus at 90 Days**

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for PT Events Receptionist for the **Lynnwood Convention Center**.

Managed by ASM Global, the Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented folks who model these values in their work behavior, decision making, personal contributions, and guest interactions.

Essential Duties and Responsibilities

- Serve as the first point of contact for facility guests; function as receptionist
- Maintain a friendly, inviting and professional image with patrons and staff
- During events; monitor general activity and relay any client or guest requests to the appropriate event manager
- Answers incoming phone calls; provides general information to callers; connects callers to the proper extensions
- Prepare and maintain hard copy files; maintain electronic files and databases
- Retrieve, open and distribute all mail
- Update electronic reader board and LCD screens daily
- Create internal signage for building and events daily
- Work hours range from 10-25 hours per week, depending on event schedule.
- Works part time/irregular hours; primarily late afternoon, evenings and weekends
- Perform other duties as may be assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. A

background in clerical work, customer service and communications are required. A hospitality background is desired.

Education and/or Experience
Associates degree from an accredited two-year college or equivalent.

Skills / Aptitudes

- Excellent organizational, planning and problem-solving skills
- Ability to prioritize and to handle multiple projects simultaneously
- Exceptional interpersonal skills
- Exceptional communication skills both verbal and written, utilizing the English language
- Professional presentation, appearance and work ethic
- Ability to function successfully in a fast-paced environment
- Must be willing and able to work extended, often irregular hours including nights, weekends, and holidays as required by events

Computer Skills
To perform this job successfully, an individual should have a strong working knowledge of computers and industry standard software systems, including standard Microsoft Windows operating based platforms such as Outlook, Excel, Word and Publisher.

Other Qualifications
Must be able to pass a background check

Note
The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Applicants that need reasonable accommodations to complete the application process may contact:

Lynnwood Convention Center
Lynnwood, WA
HR@lynnwoodcc.com

To Apply, click here:
https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000734844406#/

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.