

Mallet Event Center & Arena

Full Time Office Assistant

Summary of Position

The Office Assistant is the assistant to the Mallet Managers and other employees. This job will assist in overseeing the daily paperwork, book keeping, answering phones, assisting with event details and other duties as needed.

Responsibilities (include but not limited to the following):

- Answer the office phone during office hours scheduled
- Respond to walk-in customers, sales people, etc.
- Manage/maintain office equipment, machines and supplies
- Monitor and assist with ordering of office supplies
- Schedule appointments for Managers
- Greet guest in the facility and give tours if Managers are unavailable
- Assist with updating financials within EventPro
- Assist in taking care of collected money and ensure correct procedure
- Assist in keeping event files and EventPro up-to-date with detail information
- Assist in facility set-up and clean-up before, during and after events when necessary
- Assist with events during office hours if needed
- Work with Managers to assist delivery of documents and information when necessary to Court House

Ideal background and skill set

- Proficient computer knowledge
- Ability to learn software quickly
- Attention to details
- Strong communication and written skills
- The ability to speak effectively to a group of any size
- Work with all different personality types
- Adapt to multiple situations quickly and in a professional manor
- Maintain a professional and positive relationship with clients and co-workers

Education Requirements

- High School Diploma or GED equivalency preferred

Physical Requirements

- Ability to lift and move up to 45lb
- Ability to learn and operate gas kitchen equipment
- Ability to learn the sound and projection system and other building systems
- Dress professionally (business casual is accepted)
- Available to work Monday-Friday 8:30am-5:00pm with nights and weekends as needed
- Able to stand and be on one's feet for multiple hours at a time
- Able to pass a drug test and maintain a valid Texas Driver's License