

Please post



## Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

*Personnel Department*

PO Box 279 La Push, WA 98350

(360) 374-4366/4367 Fax (360) 374-4368



Position: , Customer Service Representative I Seasonal pt/ft  
Location: Quileute Oceanside Resort  
Opens: April 23, 2020 Closes: May 7, 2020 OR **Open until filled\***  
Pay rate: \$13.50

### DUTIES:

1. Responsible for taking reservations by telephone and from walk-in guests
2. Promote sales of shirts, crafts and other misc. items
3. Be able to answer multi-line telephone systems
4. Responsible for ringing customer sales into the cash register and properly handling all cash and credit card transactions
5. Run checks, credit cards through register
6. Keep office area neat and clean
7. Responsible for customer service
  - a. Greet each customer in a kind and courteous way
  - b. Answer customer questions
  - c. Help solve customer problems and/or complaints
  - d. Help create more customer sales thru suggestions to customers and have a friendly, happy attitude toward customer
8. Must be a team worker, get along with others
9. Willingness to participate in training for new skills and work under stressful conditions
10. Other duties as assigned

### Qualifications:

High school diploma/GED or obtain one in one year, must have and retain a valid WSDL or obtain in 3 months, must pass a criminal background. Experience with a cash register, computer experience helpful, but training will be provided. Must have a neat and clean appearance, pleasant and courteous attitude, have good public relations and communication skills. Must be dependable and prompt in fulfilling responsibility for scheduled work shift, be able to work various shifts and holidays, follow policies and procedures set by manager or Enterprise Board.

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested persons send job application to the following address:

Quileute Tribal Council  
ATTN: Personnel Dept.  
PO Box 279  
La Push, WA 98350

Visit our website at [www.quileutenation.org](http://www.quileutenation.org) for a job application/description

Except as provided by the Indian Preference Act (TIL 25), U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualification; preference will be given to a Quileute Indian applicant and other preference to Native American and Alaska Native.