



**Administrative Assistant II
(Guest Services Coordinator)**

Recruitment opening date: 3-10-17

Recruitment closing date: 3-24-17

Pay Range: A24

Salary: starting at \$26,629

Work Site: Oklahoma Aquarium

Full Time Benefits: Full time employees receive eleven paid holidays per year, paid health insurance for self, earned sick days, paid life insurance, retirement contributions, and paid vacation after the first year of employment.

Summary Description of Duties: Facilitate interaction between Guest Services staff members and guests at the admission windows, business office and on the phone and online to ensure efficient processing of ticket and membership sales, group reservations and overall positive guest experience. Assist with “on the floor” duties such as feed stands, touch tanks, and events.

Minimum Qualifications:

- Cash handling experience and high degree of accountability.
- Professional appearance, excellent communication skills, customer service attitude and ability to handle complaints with diplomacy.
- Proficient in Microsoft Office and ability to learn additional programs utilized in admission and membership sales and group reservations
- Excellent organizational and record keeping skills.
- Flexible schedule with the ability to work weekends and/or nights.
- Other duties as assigned