

# **JOB POSTING**

## **PART-TIME CUSTOMER RELATIONS ASSISTANT**

The Village of North Riverside is seeking qualified candidates for the part time position of Customer Relations Assistant. This position provides extensive customer service support to residents and members of the general public.

### **DUTIES AND RESPONSIBILITIES:**

Essential duties and responsibilities include, but are not limited to, the following:

- Function as main village cashier
- Greet visitors and provide general information on village services and programs
- Issue village vehicle stickers and process licenses and permits
- Provide administrative and data entry support for the Administrative and Financial Services Department

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Bilingual in Spanish
- Minimum of two (2) years experience in an office environment
- Proficient in Microsoft Suite
- Notary public required within six months of hire

Interested candidates must possess strong verbal communication skills and demonstrate excellent customer service characteristics in order to promote a positive Village image, productive working environment and foster pride and professionalism within the workplace and community.

Any offer of employment is contingent upon the successful completion of a background check and drug test.

### **SCHEDULE AND COMPENSATION:**

Flexible schedule: 30-32 hours per week, including Saturday and evening hours.

Starting Hourly Rate: \$15/hour

This position will be a qualifying IMRF Pension Position

### **TO APPLY:**

Interested candidates must submit a completed application and resume to: The Village of North Riverside, Finance Director, 2401 S. Desplaines Avenue, North Riverside, IL 60546 or by email to [administration@northriverside-il.org](mailto:administration@northriverside-il.org).

The Village of North Riverside is an Equal Opportunity Employer. Position will remain open until filled.