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Welcome Center Team

Seasonal, Full – or Part-time; approximate starting and ending dates: 3/1/21 to 11/1/21

Job Summary:

A team member of the Welcome Center would include a variety of tasks that are important to administrative work of Bay Point. These tasks include: typing documents, compiling and filing records, answering and making telephone calls, writing guest passes, handling membership agreements, membership requests and other general office tasks. Our team members are versatile and required to be adaptable.

Duties and Responsibilities:

- Cordially greet members/guests as they enter and leave the Welcome Center
- Assess what action needs to be taken for the member, guest, resident, employee or vendor
- Possess a working knowledge of Bay Point and membership categories
- Answer questions as necessary
- Be able to use the phone, email or radio to communicate with individuals
- Able to open and close the Welcome Center including the Point-of-Sale (POS), counting money and balancing for the day
- Able to respond to emergency situations should they arise
- Adhere to daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

Skills and Qualifications:

- Possess strong customer service skills
 - Possess an outgoing personality
 - Ability to communicate professionally and effectively
 - Ability to maintain composure in a fast-paced environment.
 - Must be able to work a flexible schedule based on operational needs including days, weekends and holidays.
 - Physical requirements are as follows: standing, sitting, hearing, speaking, reaching, lifting, pushing and carrying up to 20 pounds, bending and walking.
 - Be able to stand on your feet for several hours.
 - Flexible work environment requiring adaptability to demanding, fast-paced, noisy and temperature fluctuations.
 - Able to use telephone and radio to communicate
 - Keyboarding and computer literacy
 - Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
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- Any offer of employment will be contingent up satisfactory completion of background verification.

Bay Point Resort and Marina is an Equal Opportunity Employer