

Desk Services Associate – Jewish Federation of Tulsa

About the Organization: Jewish Federation of Tulsa is a not-for-profit organization with a mission to preserve and enhance Jewish life through charitable, cultural, educational, health and social service needs. The Federation also engages in community relations and outreach by providing a variety of services to the broader Tulsa community. Entities that call under the Jewish Federation of Tulsa's umbrella are Charles Schusterman Jewish Community Center and Sherwin Miller Museum of Jewish Art.

General Job Description: A professional, friendly, welcoming and enthusiastic person is needed to fill this position. The Desk Services Associate will support the Front Desk Supervisor with any needed task. The position is primarily for customer services to members and patrons of the Jewish Federation of Tulsa. Daily tasks will include greeting people as they enter the building, answer phones and provide assistance to any needs guests or other staff members need. This position will require the individual to be knowledgeable about events and services offered by the Jewish Federation of Tulsa.

This is a part-time position. Schedule is expected to be 2:30-9:00 PM Monday through Thursday. Schedule is subject to change based on needs. The office location is in Tulsa, OK and work is on-site. The office dress is business casual. Position is available immediately.

Responsibilities:

- General office tasks such as answering phones, receiving guests, and general assistance in keeping the work area tidy.
- Support to Front Desk Supervisor with administrative tasks, such as scheduling, answering calls and other tasks as needed.
- Provide an exceptional guest experience
- Responsible for closing duties, including closing announcements and tidying work space.
- Ensure all JFT policies and procedures are followed.
- Other duties as assigned

Qualifications:

- Strong communication skills
- Inviting and welcoming demeanor and ability to build relationships
- Dependable and adherence to set schedule
- Problem solving and ability to work in teams
- Ability to work independently

Benefits:

- Membership to community fitness center
- Friendly work environment
- Low stress and responsibility

Physical demands: while performing the duties of this job the employee will regularly be required to sit, stand, reach, walk, kneel, crouch, crawl and lift and/or move up to 25 pounds.

Application process:

Email resume to jplatt@jewishtulsa.org. All qualified applicants will be forwarded an employment application to complete and be subject to background check.