

**POSITION OPEN:** Customer Service Representative / Receptionist

**CLOSING DATE:** Open Until Filled – First Review March 1, 2017

**PAY RANGE:** \$11.39 - \$21.02 per hour, DOE/DOQ.

**SUMMARY:** This position is responsible for performing a variety of clerical, administrative office support functions and customer service duties, with little supervision and a significant amount of responsibility and accountability. This position was established for the purpose(s) of greeting and directing visitors, responding to inquiries from staff and public by providing requested information and/or referral to appropriate parties, and providing general clerical support to ensure the efficient and effective functioning of the facility. This position requires knowledge of procedures, practices and terminology utilized within GTA, along with familiarity of Grant County area(s). Work must be executed in a timely manner with enthusiasm, professionalism, organization, minimal supervision and independent judgment.

**QUALIFICATIONS:** Minimum qualifications include, but not limited to: High School Diploma or equivalent; current and valid Washington State Driver's License; ability to be a contributing member to a team environment and a customer-driven culture; professional written and oral communication skills; ability to effectively and enthusiastically present information to members of the public; working knowledge of office equipment and MS Office; strong interpersonal relations skills; ability to be organized, efficient, and dependable; bilingual English and Spanish preferred, but not required.

Excellent benefits package available, including medical, dental, vision, PERS retirement GTA is an Equal Opportunity Employer.

Submit cover letter, resume and completed GTA application, either in person or mailed to: Grant Transit Authority, Attn: Human Resources, 8392 Westover Blvd., Moses Lake, WA 98837. Application available at: [www.gta-ride.com](http://www.gta-ride.com).

Position open until filled. First review of candidates will occur on March 1, 2017.