



401 S. High Street, Muncie, IN 47305

Part-time Receptionist/Operator Job Ad

East Central Indiana's premier events' venue, Horizon Convention Center, is searching for an energetic, organized, individual to be the face of the convention center to the general public, clients, and Horizon staff in a receptionist/operator role. This position is part-time in the afternoons Monday through Friday.

The ideal candidate is able to:

- effectively communicate general directions to navigate the Horizon Convention Center and area restaurants and attractions, in and around downtown Muncie both in person and the phone;
- have a strong desire to provide exceptional customer service;
- have the ability to multi-task;
- meet deadlines;
- the ability to use the Microsoft Office suite of programs;
- strong professional communication skills both verbally and written;
- the ability to learn EventPro to book internal meetings;
- is friendly and personable, even in difficult situations
- is team orientated

Some of the required duties include:

- Answer switchboard for Horizon Convention Center (HCC), Economic Development Alliance (EDA), Chamber of Commerce (COC) and American Mobile Sound (AMS).
- Greet the public, clients, board members, prospects for all divisions.
- Update the HCC Marquee sign.
- Create event and directional signage for all rooms, halls or outside
- Other duties as assigned by supervisor

For a full job description and qualifications, please contact the Director of Sales at dshearer@horizonconvention.com

To submit your resume and/or to pick up an application, please apply to:
Horizon Convention Center
401 S. High St
Muncie, IN 47305

Work Hours: Monday through Friday 12:30 PM to 5:00 PM
Reports to: Director of Sales
Pay Rate: \$11.00/hr