

## **Customer Service Coordinator**

**Discovery Cube Orange County wants you to be a part of our exceptional team!** Discovery Cube is a nonprofit organization dedicated to inspiring and educating young minds through engaging science-based programs and exhibits to create a meaningful impact on the communities we serve.

Discovery Cube Orange County is currently seeking a **Customer Service Coordinator**.

### **Job Responsibilities:**

- Has a passion for assisting guests and resolving questions and issues.
- Processing in-bound calls & inquiries as well as making outgoing calls to assist guests.
- Support Group Sales team with administrative tasks, such as update of databases, spreadsheets and other documents as assigned.
- Ability to work both independently and as part of a team.
- Full time, including weekends.

### **Required Job Skills:**

- Excellent verbal and written communication skills
- Ability to work in fast-paced, team-oriented environment
- Exceptional attention to detail & multi-tasking.
- 2+ years experience in Guest Service or Sales. Hospitality or theme park experience is a plus.
- A consummate professional with a positive attitude.
- Proficient in Microsoft Office – Excel, Outlook, Word, PowerPoint
- Galaxy Reservation System experience preferred
- Some college coursework or degree is a plus.

Job Types: Full-time, includes weekends.

Salary: \$15.00+ per hour