

Armory Art Center Part-Time Front Desk / Customer Service

Location: 811 Park Place, West Palm Beach, FL 33401

Hours: 10–20 hours/week; Fridays, rotating Saturdays, and some evenings/weekends

Pay: \$15–\$18/hour, based on experience

Position Summary

Seeking a dependable, professional front desk team member to greet students and guests, answer phones, manage customer accounts, collect fees, perform data entry, and provide excellent customer service.

Key Responsibilities

- Register students and create/update customer profiles
- Greet guests and answer phones
- Answer questions and provide information
- Collect payments and instructor signatures
- Perform closing and clerical tasks
- Follow company policies and safety procedures
- Complete other duties as assigned

Qualifications

- High school diploma required; AA/BA preferred
- 1+ year of customer service or database experience preferred
- Strong written and verbal communication skills
- Dependable, punctual, and organized
- Comfortable using computers, Microsoft Office, and databases
- Able to work days, evenings and weekends as needed

Physical Abilities & Work Environment

- Ability to communicate effectively in person and by telephone
- Ability to read and prepare written or typed documents
- Ability to stand, walk, bend, kneel, crouch, reach, push, pull, lift, grasp, and perform repetitive motions
- Ability to occasionally exert more than 20 pounds of force, frequently more than 15 pounds, and constantly more than 10 pounds

Benefits

- Free parking
- On-the-job training
- Discounts on classes

Work Location: In person

Employment: At-will

How to apply: Send resume and three (3) professional references to ***employment@armoryart.org***