

**Two P/T Guest Services Clerk positions (10 hours per week)**  
**Hospitality Center - Port Arthur, TX**

Provides customer service to guests of the Hospitality Center. Greets clients as they enter the center, completes Agency Intake Assessments on new clients, and maintains daily Guest Registers. Ensures complete and accurate data entry of all clients and services in the agency's data management system (ClientTrack).

High School diploma or GED. Certification in Office or Accounting Technology preferred. A minimum of two to four years working in an office or hospitality atmosphere with knowledge and performance of office operations and procedures, as outlined in the Essential Duties and Responsibilities. Must be adept at using general office electronics including laptop computer, scanner, fax and copier. Bilingual English / Spanish preferred. Knowledge of the agency and community resources in order to provide quality customer service. Ability to relate well to the public, in person and on the phone. Customer service oriented; diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, and professional. Able to work effectively with multiple volunteers and staff, balance and prioritize multiple requests. Good oral and written communication skills. Accurate record keeping. Demonstrated sensitivity to diverse cultures. Must have adequate/available and reliable transportation. Must provide a copy of valid driver's license and proof of personal automobile insurance to Administration annually.

Apply in person at the Hospitality Center located at 3959 Gulfway Drive, Port Arthur, TX between the hours of 8 a.m. to 10 a.m. any day of the week.

Or submit cover letter and resume to: [jobs@catholiccharitiesbmt.org](mailto:jobs@catholiccharitiesbmt.org) or fax to 409-832-0145.

DEADLINE: Open until filled.