

**Reservation Agent**

**Pay - 18/hr.**

**Temp - Hire**

**Hayward**

Reservationist/Service Staff Opportunities for a Private Outdoor Recreation Club. We cater to individuals and families who appreciate and enjoy the out-of-doors.

10 or 7 p.m. Monday-Friday

Seasonal Saturday rotation 9:30a.m.-12:30 p.m.

**Responsibilities:**

Assisting and advising members on availability desired hunting, fishing, and camping options.

Reservation booking.

Processing payments and sending email confirmations to members.

Support member requests and assistance with the reservation process, informing of policy and procedures, friendly with good phone and typing skills.

We are looking for a quick learner. Training provided.

Familiar with high volume phones (at time).

Learn specifics of the company database.

**To Apply:**

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