

ZipZone Canopy Tours



Job Title:	ZipZone Tour Reservation Specialist	Job Category:	Administrative
Fax or E-mail: Please email terra@zipzonetours.com Or Fax: 888-557-3309		Mail: ZipZone Columbus, LLC Attn: Human Resources 900 Hard Rd. Columbus, OH 43235	
Job Description			
<p>We are looking for positive energetic individuals ready to be a customer service and reservation specialist at our zip line canopy tour.</p> <p>Job Purpose: Act as a customer service representative at ZipZone Canopy Tours in Columbus, Ohio.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Answer guest’s questions both in person and on the phone • Answer phones and check in guests • Take reservations • Provide accurate availability information • Provide excellent customer service • Work with the Managers to resolve any issues or needs of the tour • Organize gear and storage areas • Clean and organize guest check in areas • Other duties as necessary <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Must be a minimum of 18 years old • High school graduate • Should be energetic and customer service oriented • Computer literacy is a must • Speak fluent English, multi lingual is a bonus • Must be able to work weekends • Be willing to work outdoors in all weather conditions • Family and kid friendly <p>This is a part time position with roughly 25-30 hours per week and is \$10 per hour.</p>			