

Town of Lake Placid have an open position for a Customer Service Front Desk Clerk

Duties includes Customer service: Greeting guests, responding to customer inquiries, and addressing concerns. Administrative tasks: Managing mail, and keeping the front desk area organized.

Communication: Answering phone calls and emails, and facilitating correspondence with customers.

Conflict resolution: Diffusing customer complaints and responding to customer concerns. Data

entry: Inputting data into databases and producing reports. And transaction handling: Handling cash,

checks, credit, and debit card transactions. Applicant must have verifiable work experience in customer

service, problem solving and cash management. Other duties as assigned. Resumes are welcomed, but a

completed Town of Lake Placid application is required in order to be considered for the

position. Applications can be downloaded from the Town website at

<https://www.lakeplacidfl.net/employment>. **Submit applications to Finance@mylakeplacid.org or drop**

off an application to the Town of Lake Placid Government Center 1069 US Highway 27 N, Lake Placid,

FL 33852.

Position is open until filled.