



## **Registration & Customer Service Administrator**

**A part-time opportunity with Epic Rides**

Job Location: TUCSON, AZ

As a Registration & Customer Service Administrator you'll receive guidance and leadership to perform a variety of data and information centric duties, including facilitating participant registration; answer phone calls; maintain inventories, process lists & mass mailings; prepare correspondence; produce, edit and reformat documents; prepare reports and weekly agendas; support paperwork filings; and provide support to a growing diverse team of people with a variety of management styles.

You'll also respond tactfully and promptly to inquiries and problems within your scope of responsibility, handle confidential information and serve as the clearing house for general event information.

This opportunity also involves utilizing computer skills to create surveys and reports, often under tight timeframes. In addition, you'll prepare special reports requiring the selection of relevant information from a variety of sources, incorporating that information into data driven spreadsheets. You will also be required to maintain ongoing reports and databases within a shared drive environment.

### **Qualifications**

Requirements for the position include:

- College degree
- 5 years' experience in a professional business environment
- Fluent with Microsoft Office (Microsoft Outlook, Word, Excel and PowerPoint)
- Bookkeeping experience and familiarity with QuickBooks accounting software & PayPal preferred
- Proven ability to work in a fast-paced, results-oriented, team environment
- Strong organization skills and the ability to prioritize multiple tasks thru to completion

- Strong written and verbal communication skills required
- Previous event production experience a plus
- Ability to take initiative, follow-through on requests until completion, and note details of work
- Must be comfortable with ambiguity and attempt to be resourceful enough to find solutions
- Comfortable outdoors

This is a compensated part time position (30 hrs/week) that may evolve into a full time position if commitment and interest is shown through your day-to-day efforts in the workplace.

**Interested yet? Good. Us too. Please submit your cover letter and resume.**

Include "Registration & Customer Service Administrator Job Opportunity" in the Subject of the e.mail and send it to [dcastro@epicrides.com](mailto:dcastro@epicrides.com).