

Position: **CUSTOMER SERVICE COORDINATOR, Discovery Cube, Orange County (Santa Ana)**

Location/Department: Group Sales & Customer Service, Orange County

Status: Full-time, hourly

Job Responsibilities:

- Provide exceptional customer service to Discovery Cube callers by quickly understanding the questions and providing appropriate solution.
- Reserving birthday parties at the Cube (both OC & LA locations)
- Update databases, spreadsheets and other documents as assigned
- Provide sales support as needed
- Requires working 1 weekend day each week.
- Other duties as assigned

Required Job Skills:

- Previous Customer Service experience in a high inbound call setting
- Ability to work both independently and as part of a team in a fast-paced environment
- Excellent verbal and written communication skills
- Exceptional organizational skills and attention to detail
- Proficient with MS Word, Excel, and PowerPoint.

Galaxy knowledge preferred but not required

Compensation: Based on experience \_\_\_\_\_

Interested applicants should forward resumes & e-mail to [lleiss@discoverycube.org](mailto:lleiss@discoverycube.org).