



WE ARE HIRING A FRIENDLY RECEPTIONIST!

ARE YOU:

- ▶ Outgoing and always smiling?
- ▶ Passionate about providing great customer service?
- ▶ Reliable and punctual?
- ▶ *Seeking a unique and special work environment?*

CAN YOU:

- ▶ Warmly greet visitors?
- ▶ Multi-task?
- ▶ Prepare letters and others correspondence?
- ▶ Maintain student records?
- ▶ Ensure equipment is working properly?
- ▶ Complete deposit slips?

DO YOU:

- ▶ Want part-time hours?
- ▶ Have reception and administrative experience?
- ▶ Have computer skills to create flyers and forms for classes and events?
- ▶ *Enjoy working independently?*

If So, We Want To Meet You! 😊

FOR IMMEDIATE CONSIDERATION, PLEASE SEND YOUR RESUME TO:

- ▶ **Marta Carlson, Human Resources**
marta@gocarlsonHR.com
eFax: 619-839-0116

**Interviews for qualified candidates will be scheduled by Human Resources. Applicants will be required to submit a resume and complete an Employment Application. Mary Murphy's Champion Ballroom Academy is an Equal Opportunity Employer who complies with all federal I-9 requirements.*

MARY MURPHY'S CHAMPION BALLROOM ACADEMY

4255 Ruffin Road, Suite 200,
San Diego, CA 92123

<http://www.championballroom.com/home>