

Space Center Houston Receptionist

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center, a Smithsonian Affiliate and a Certified Autism Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are currently seeking a part-time Receptionist responsible for providing telephone support and directions to administrative visitors at Space Center Houston. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Answer incoming phone calls and provide information or direct calls to the appropriate offices.
- Greet visitors and direct or escort them to specific destinations in the administrative offices.
- Correspond with guests via email as needed to provide information about the Center.
- Check and respond to voicemail messages in a timely manner.
- Assist the Group Sales and Reservations Department by printing ticket orders, data entry of group information and other general clerical support as needed.
- Additional responsibilities as may be assigned to ensure the efficient operation of Space Center Houston.

POSITION QUALIFICATIONS

- Two years of work experience in a customer service related position.
- Previous experience handling large call volumes preferred. Experience working with a customer relationship management system preferred.
- Ability to prioritize multiple incoming calls simultaneously and answer questions with professionalism or direct to the appropriate person as needed.
- Excellent organizational, verbal, written, and listening skills with the ability to provide exceptional customer service.
- Ability to exercise good judgement and work under pressure.
- Mature and professional attitude with a strong work ethic.
- Ability to work from a stationary location for the duration of the scheduled shift.
- Computer literacy with highly advanced knowledge of Microsoft Office especially Outlook, Word, and Excel.
- Availability to work a varied work schedule including weekends as needed.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

Pay rate: \$9.25/hour

To apply: Access the application by clicking [here](#). Save the blank application to your computer first, then complete the application. When completed, save again and email to careers@spacecenter.org.

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Space Center Houston
Houston, Texas
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For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at www.spacecenter.org/careers.

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