

Position: P.B.X. Operator

Status: Part Time/ Full Time

Type of Position: Hourly



Location: Charleston Harbor Resort and Marina 20 Patriots Point Road Mt. Pleasant, SC 29464

If interested, contact: Matt Early (843)856-0028 mearly@charlestonharborresort.com

BASIC FUNCTION:

Provides prompt, courteous and efficient handling of all incoming calls and assistance for outgoing calls which transpire through PBX. Assists the Front Desk with check-ins/check-outs.

POSITION REQUIREMENTS:

Minimum one (1) year experience in P.B.X. Must have knowledge of telephone system. Front Desk knowledge preferred.