



Arlington Soccer Association is Hiring!

Arlington Soccer Association is a not-for-profit youth and adult sports organization based in Arlington, Tx. We have been providing an environment for children and adults to participate in, “The Beautiful Game”, soccer, for over 50 years.

We are looking to expand our staff and is actively seeking a receptionist for our office. This person should exhibit outstanding communication, interpersonal, customer service, and organizational skills, and the ability to interact with people who have different personalities and behaviors. Bilingual a plus (English, Spanish).

Duties and Responsibilities are:

1. Greets and directs all customers in a prompt, courteous, and professional manner.
2. Professionally and effectively answers and routes all phone calls as appropriate.
3. Files important documents and keeps them well organized.
4. Present a neat, professional appearance.
5. Ability to organize and complete work assignments with minimal guidance.
6. Ability to deal with diverse clientele both in person and over the phone.
7. Knowledge of office equipment including multi-line phone systems.
8. Good communication and interpersonal skills.
9. Assists in performing other duties to help keep the office running smoothly.

Requirements

1. Must be 18 or over.
2. Must have transportation.
3. Proficiency in Microsoft Office 365.
4. Present a neat, professional appearance.
5. Bilingual a plus (English, Spanish).

Applicants who are interested should send their resume to email@email.com

Arlington Soccer Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.