



## **Town of Eagle - Position Opening**

**Position Title:** Information Center Merchandise Receiver/Stocker

**Pay:** \$13 – 14/hr.

**Season:** February – September, heaviest hours in the summer (averaging between 20-50 hours monthly)

**Office Location:** 100 Fairgrounds Road, Eagle, CO

**Status:** Part-time, seasonal, non-exempt

**Pre-Hire Requirements:** This position requires successful completion of a criminal background check.

### **Position Summary:**

The Town of Eagle is accepting applications for a part time, seasonal, Visitor Center Merchandise Receiver and Stocker. The position hours will vary between 5-12 hours weekly. This position is scheduled to work seasonally from February – September.

This position is a front line and behind the scenes employee. Ideal candidates will have effective communication skills and detail orientation. The employee will perform the following activities: assist with restocking, pricing and unpacking of merchandise, checking in orders, printing price tags on computer, and handle public inquires in person and on the telephone

**Requires:** High School Diploma or GED, customer service or retail related experience preferred.

### **Application Procedure:**

Applications and a full job description is available on-line at:

<http://www.townofeagle.org/497/Employment-Opportunities>

Interested candidates are invited to email an application, cover letter and resume to:

[hr@townofeagle.org](mailto:hr@townofeagle.org)

Preferred start Date: Between February 13-20, 2017

**Posting Date: January 6, 2017**