

CUSTOMER SERVICE/ ADMINISTRATIVE ASSOCIATE

WWW.CAMPOZARK.COM / (870) 867-4131



Camp Ozark is looking for a full-time Customer Service/Administrative Associate. The Customer Service/Administrative Associate will serve on-site at Camp Ozark.

Camp Ozark is a non-denominational Christian summer camp located in Mount Ida, Arkansas. We host over 7,000 campers and 1,000 staff each summer and seek to engage our camper, parent, and staff populations in meaningful, relevant ways throughout the year.

Ideal Candidate Profile

- ☐ Proficient in Microsoft Outlook and other Microsoft Applications
- ☐ Familiarity with Canva, Sharpspring and/or Constant Contact is a plus
- ☐ Excellent relational skills - can listen actively and communicate clearly
- ☐ Strong organizational and time management skills
- ☐ Ability to multi-task and self manage
- ☐ Is motivated to constantly elevate their skill set and expand their capabilities
- ☐ Is able and willing to work beyond a traditional 40-hour week during the summer months

Job Responsibilities

- ☐ Manage large volume of inbound and outbound calls, emails and chats with knowledge, efficiency and friendliness
- ☐ Identify and address customer needs with the goal of excellent satisfaction
- ☐ Scheduling assistance
- ☐ Perform variety of administrative tasks daily with anticipation for new tasks regularly
- ☐ Prepare monthly bank reconciliations
- ☐ Process and record monthly transactions
- ☐ Assist with recording and paying bills
- ☐ Provide administrative support for the accounting team as needed

PLEASE EMAIL JOSH@CAMPOZARK.COM IF YOU ARE INTERESTED IN THIS ROLE!
WE ARE LOOKING FORWARD TO HEARING FROM YOU!