



Receptionist

The Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation. Serving the central San Joaquin Valley, the Zoo is committed to sustaining professional active participation in wildlife conservation, research and wildlife education. As a proud recipient of the AZA Top Honor Exhibit Award, we are committed to providing our local community and the AZA community exhibits and programs we all can be proud of.

November 4th, 2014 marked an important day for Fresno County as our community voted to continue to financially support the Zoo through the approval of Measure Z. This measure provides us with financial security that allows us to continue to offer an incredible experience for our guests while providing excellent animal care, and a challenging yet fulfilling working environment.

Fresno Chaffee Zoo is a dynamic organization, continually seeking to provide excellent animal care, an excellent customer experience and an excellent place to work. The zoo is a fast-paced organization with multiple new and expanding exhibits.

Fresno Chaffee Zoo is seeking to hire a knowledgeable, outgoing and customer-oriented Full Time Receptionist in our Administration department. **The successful candidate must be comfortable working with the public.** This position must maintain enthusiastic interaction with guests and provide excellent service to customers of all ages. The Zoo employees' positive interactions with customers create the unforgettable customer experience that keeps patrons coming back.

Responsibilities

This position is responsible for customer service in person and over the phone, general accounting and clerical duties. This position is also responsible for answering incoming phone lines, assisting guests on site and assisting office staff with projects.

Minimum Qualifications

Associate or Bachelor's degree in business or administrative related fields preferred. One to two years comparable experience in customer service, including telephone and face to face interactions; knowledge of and experience with accounting.

If you have the desire and skills needed to help create an excellent customer experience at Fresno Chaffee Zoo, apply by February 14, 2016 as directed below.

Please submit resume to careers@fresnochaffeezoo.org or mail to:
Fresno Chaffee Zoo Corporation, 894 W Belmont Ave. Fresno, CA 93728.
Applicants can visit www.fresnochaffeezoo.org to apply online.
Fresno Chaffee Zoo is an Affirmative Action/Equal Opportunity Employer