



A NEW CENTER RISING

February,
2016

Cobo Center is currently recruiting for the following position:

Position Title: Parking Lot Cashier/Attendant

Job Summary:

The position of Parking Lot Cashier/Attendant reports to the Parking Lot Supervisor and is responsible for counting and preparing daily deposits as well as maintaining an adequate amount of cash on hand. Requirements of this position include basic knowledge of accounting operations, mathematical skills, written and verbal communication skills and the ability to respond to guest concerns in a friendly and positive manner. Greets guests and ensure timely service. Make mathematical computations quickly and accurately and collect fees from customers. Lift, position and remove barricades in order to open or close parking areas. Assist in setup of special event parking programs. The person for this job must be able to work all shifts.

Key Job Elements:

- Knowledge of basic accounting/recordkeeping procedures and practices.
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Prepare accurate reports and correspondence.
- Process Mastercard/Visa/Amex cards and provides change for parking patrons in accordance with cash handling and accounting procedures.
- Keep parking areas clean and orderly to ensure that space usage is maximized.
- Relies on instructions and pre-established guidelines to perform the functions of the position.
- Exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to be bonded
- Other duties as assigned

Qualifications:

- Education – High school diploma or GED equivalent is required. Associate degree with some general accounting course work is a plus.
- Experience – Two (2) to four (4) years of cash handling or parking lot experience.
- Skills – Knowledge and ability in the use of a calculator, computer and software applications a must.
- Communication Skills – Good oral, written and listening skills.
- Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers.
- Organized – Can handle multiple activities simultaneously; uses resources effectively and efficiently.
- Problem Solving – Exercise initiative and sound judgment and to react with discretion under varying conditions.
- Team Player – Ability to work as part of a team or independently and take on new tasks. Creates strong morale and spirit within team; creates a feeling of belonging in the team.

TO APPLY:

Please go to the website listed

below:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000258386906#/>

No Phone Calls

This position offers a competitive hourly rate.

SMG is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.