

Propark America Employment Opportunities

Location: Stamford, CT

Position: Office Assistant

Propark America is one of the nation's leading parking companies, providing full and limited service parking solutions for office buildings, retail centers, airports, medical centers, universities, municipal facilities, residential buildings and hotels. Headquartered in Hartford, Connecticut, Propark operates more than 400 locations in convenient markets across the United States, including Rhode Island, New York, Washington D.C., Boston, Cambridge, Cleveland, Cincinnati, San Antonio, San Francisco, Oakland, Palo Alto, Monterey, Hartford, Stamford and New Haven CT.

Propark America is seeking a qualified candidate to fill an open Office Assistant position in Stamford, CT. Internal candidates are encouraged to apply:

- Answer telephone in a prompt and courteous manner
- Assist Facility or Senior Manager with other duties as needed
- Maintain and update customer data as needed
- Provide breaks for cashiers
- Must be professional and have excellent verbal and written communication skills
- Consolidate daily reports on spreadsheet
- Conduct timely checks to see if a proper inventory of necessary work aids and supplies are located in booth
- Count "bank" of revenue at beginning of shift to ensure starting total is correct
- Courteously assist customers by answering any questions they may have
- Report any known accidents, observed or suspected violations of Company policy, safety hazards or any unusual occurrence to the Portfolio Manager
- Resolve customer complaints independently or with the aid of a supervisor
- Create/Activate/deactivate monthly and cards as needed

Must be an excellent communicator and proficient in Microsoft office and account & revenue control software equivalent to Paris/Geneva, Federal APD and Amano McGann

Medical and Dental, 401(k), Supplemental Insurances, Employee Assistance Program

If you are a qualified candidate, please email resume and letter of interest to resumes@propark.com. Include position title and location.

Propark is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

