



2000 Forest Ridge Drive, Bedford Texas 76021,
www.bedfordtx.gov (817) 952-2100

Open: October 4, 2013
Close: When Filled

JOB POSTING
Rental Assistant
Part Time – 20 Hours Per Week
Evenings & Weekends
Hourly Salary: \$12.70

JOB SUMMARY:

Coordinates and oversees various rentals with an emphasis on wedding rentals scheduled at the Old Bedford School in addition to monitoring the facility and activities during wedding rentals.

MINIMUM QUALIFICATIONS:

- High school education or equivalent; or up to one month related experience or training; Equivalent combination of education and experience. Event and/or wedding planning experience is preferred but not required.
- Must possess a demonstrated ability to communicate clearly and accurately with a variety of persons.
- Flexibility in schedule to primarily work evening and weekend rentals on an as needed basis.
- Must possess a valid Texas Driver's license.

SKILLS AND EXPERIENCE:

- Highly motivated individual possessing exceptional customer service skills
- Ability to handle registration and payments for rentals.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to carry out instructions furnished in written, oral or diagram form.
- Ability to type 30 wpm

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, and Bedford and on our web site at www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer