



Branchburg Sports Complex  
47 Readington Rd ★ Branchburg, NJ 08876 ★ 908-203-1600

### **Front Desk Representative**

#### Job Description:

Responsible for overseeing and running all aspects of the front desk. Greeting and welcome guests as well as answering questions and addressing complaints. Answer all incoming calls and redirect them or keep messages. Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.) Must be friendly, self - motivated and able to work in fast paced environment.

Applicants must be able to work nights, weekends and holidays.

Please forward your application to

Cathy Sue Kotch at [ckotch@branchburgsports.com](mailto:ckotch@branchburgsports.com)