

PBX Operator

- Job Title:** PBX Operator
- Department:** La Jolla Shores Hotel Front Desk
- Description:** Functions as the central communications link for the La Jolla Beach & Tennis Club and the La Jolla Shores Hotel by relaying incoming, outgoing, and interoffice calls and messages.
- Hours:** F/T, am/pm
- Qualifications:** Excellent customer service skills & proper phone etiquette. Must be detail oriented and able to multitask in high volume situations.

To apply in person, please visit our human resources office located west of the La Jolla Beach & Tennis Club entrance on the north side of Paseo Dorado (just past the tennis courts)

Please email your application and resume to Recruiting@ljbtc.com or **Fax to (858) 551-9858** or **Jobline: (858) 551-4643**.