



**North Market Bridge Park**  
***Market Ambassador – Office Assistant***

**Structure:**

- Reports to Director of Operations & Leasing
- Part-Time position
- Non-traditional work week

Seeking a self-motivated, hardworking, and organized individual to provide administrative support for Ohio Public Market Authority at North Market Bridge Park.

Located in the Bridge Park mixed-use development in Dublin, Ohio, North Market Bridge Park is Central Ohio's newest public market. The new facility continues the North Market tradition of delivering best-in-class food and service. The ideal candidate will have excellent time management skills and be a creative problem solver.

**Duties and Responsibilities:**

- Greet and assist all visitors (guests, merchants, pop up tenants, vendors, etc) providing concierge support
- Maintain polite and professional communication via phone, email and in-person
- Sell North Market merchandise and gift cards and accurately document the transactions
- Secure the premises via opening and closing checklists
- Regular patrolling of the facility, including monitoring doors, dining area, restrooms, and back of house
- Monitor trash, recycling and compost and act as an education ambassador to the Market's green initiatives program
- Answer, screen, and transfer incoming calls
- General clerical duties such as electronic filing, generating reports, and special projects
- Data entry for digital databases and spreadsheets such as maintenance requests
- Troubleshoot technical issues for WiFi, Clover, and phones as needed
- Assist the Office Manager with inventory management for office supplies, Market merchandise, facility supplies, and janitorial supplies
- Assist with all aspects of special events including preparation, set up, execution, and tear down
- Efficiently manage time and meet deadlines
- Anticipate the needs of others in order to ensure their seamless and positive experience
- Fulfill other duties as assigned



**Preferred Knowledge, Skills, Education, and Experience:**

Self-motivated, resourceful, gracious

Microsoft Office and GSuites proficient

Excellent verbal communication skills

Strong organization and problem-solving skills

Available to work a flexible schedule, including nights and weekends

High School degree, diploma, or GED equivalent

Reliable transportation

**Physical Requirements:**

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, and reaching with hands and arms. It may require lifting up to twenty pounds.