



Bella's Bouncies Indoors | 1600 N Milwaukee Ave (Route 83) | Lake Villa, IL 60046
Bella's Bouncies Skate on Grand | 720 E Grand Ave (Route 59) | Fox Lake, IL 60020
Party and Event Rentals | 99 Christopher Way | Fox Lake, IL 60020
www.BellasBouncies.com | 847-546-7000

Job Title:	Office Assistant	Hours Per Week:	April-October: 0-40+ hrs, November-March: 0-20 hrs
Age Requirement:	18 or older	Schedule:	Must be available weekdays, as well as, both Saturday and Sunday
Starting Pay:	\$10.00-\$12.00/hr		
Location:	99 Christopher Way, Fox Lake, IL		

Bella's Bouncies/Skate on Grand helps make great memories even more memorable by providing FUN for everyone. Family owned and operated out of Lake County, IL, Bella's Bouncies/Skate on Grand is Chicagoland's premier, full-service event rental company. We offer three great options for people looking to hold events and birthday parties: Event/equipment rentals throughout Northeastern IL and Southeastern WI, an indoor inflatable play center in Lake Villa and a roller rink in Fox Lake.

- Are you looking for a fun and exciting position?
- Do you want to work in high energy atmosphere?
- Are you customer service oriented?
- Do you have a positive attitude and outgoing personality?
- Do you like kids?

If you answered YES to the above questions, then Bella's Bouncies might be a good fit for you. Keep reading.

Job Description:

- Answer all incoming calls and strive to close each and every sale
- Assist customer with online event bookings and parties
- Respond promptly to any voicemails
- Respond to all company emails promptly
- Forward any corporate clients to the GM
- Follow up on all quotes and outstanding emails a few days after sent out
- Be the point of contact for payment receivables and take necessary action
- Be aware of delivery personnel whereabouts throughout their route
- Errands as needed
- Add additional items to customer invoices and notify delivery personnel of any add on's or changes to their route
- Call customers the day before with delivery window once routes are set
- Work hand in hand with the GM and Crew to insure all business aspects are covered
- Call customers when needed
- General office work; filing, cleaning, organizing, etc.
- There will be quite a bit of time on the phone and could involve sales calls/cold calling
- Help around the shop as needed, i.e. clean concessions, inventory games, prep equipment for rentals, etc.

Job Requirements:

- English proficiency
- Must be available weekdays and weekends.
- Excellent verbal and written communication skills
- Excellent computer skills, (MS Office, Outlook, Quickbooks, etc.)
- Great organizational skills
- Comfortable with a fast-paced environment
- Must be able to lift 25 lbs to shoulder height while having full control throughout the movement
- Great attitude - you are the first impression people have of our company!

Preferred but not required:

- Previous experience in the entertainment/amusement industry

Contact Bella's Bouncies if interested by doing one of the following:

- Email your resume to employment@bellasbouncies.com
- Download an application at <https://www.bellasbouncies.com/employment/>. Fill it out, scan it, and email it to employment@bellasbouncies.com. Or you can mail it to, or drop it off at, 99 Christopher Way, Fox Lake, IL 60020.
- Call us at 847-546-7000

Bella's Bouncies is an Equal Opportunity Employer. Bella's Bouncies does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.