



## **Client Service Associate - CapeSpace Hyannis**

### **About CapeSpace**

**CapeSpace** is a full-service business center and coworking community with locations in Hyannis and Mashpee. We provide fully furnished offices, conference rooms, coworking desks, and professional mailing services, all with flexible terms and personalized business support.

### **Role Overview**

We're looking for a welcoming, reliable, and service-oriented Client Service Associate to join our team. In this role, you'll be the first point of contact for members and visitors, helping ensure that every experience at CapeSpace is professional, seamless, and friendly.

### **Key Responsibilities**

- Greet and assist CapeSpace Members and Guests at the front desk, online and telephone
  - Work with CapeSpace's multiple technology platforms to communicate and deliver services
  - Prepare and maintain the facility to ensure the space is clean, organized, and ready for use
  - Sort and deliver daily mail for all members and virtual address members • Assist with light administrative and clerical tasks
  - Positive, professional, and can-do attitude
  - Strong customer service skills with a "people-first" mindset • Clear written and verbal communication abilities
  - Comfortable with technology, office software, and basic business equipment
  - Displays good judgement, is a team player, and is patient and kind
- Schedule & Compensation**
- Approximately 20 hours per week with a flexible schedule
  - Competitive hourly wage

**Contact:** Kim Marchand: at [Kim@CapeSpace.com](mailto:Kim@CapeSpace.com) 508-202-1680 [www.CapeSpace.com](http://www.CapeSpace.com)

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