



# Hindu Temple and Cultural Center

*(A Non-Profit Organization Registered in the State of Washington)*

3818 212th ST SE, Bothell WA 98021

(425)-483-7115

[www.htccwa.org](http://www.htccwa.org)



HTCC is looking for a Office staff on part time hourly basis. There are (2) posts available for immediate placement.

Are you looking for an opportunity to work with finances and operations of modern technology centric non-profit organization? Do you like to work in a peaceful setting with prayer hall and occasional joyful hubbub of festivity? Then we have job for you that provides a great learning opportunity in a pleasant work environment.

## **Job responsibilities and requirements:**

1. The job involves responding to customer requests over the phone or in person and schedule pujas in coordination with the hindu priests using cloud based CRM software.
2. The job also involves transacting payments, write receipts for the donations, archana, and other in temple and outside services, and record them carefully in our bookkeeping systems.
3. This position is responsible for office support and a wide variety of functions of the temple including but not limited to helping with inventory management of temple items, kitchen items and coordinating temple operations.
4. In addition, you will be proud to share with folks that you were involved in raising funds needed for building traditional Hindu temple by participating in fundraising initiatives, organizing events and poojas for congregation members.
5. The ideal candidate is meticulous, punctual, dependable, and willing to work during weekday mornings, weekday evenings and weekends during temple's normal working hours as per shift schedule.
6. Besides English, familiarity with other Indian languages like Hindi, Telugu, Kannada and Tamil etc. is a plus.
7. Affable communications, dedication and passion to serve in a temple environment are a definite plus.
8. Basic experience with usage of Microsoft Word, Excel or other related software is required.
9. HTCC provides reasonable salary package for your work meeting or exceeding minimum WA state wage requirements
10. This is a great opportunity to serve in the temple in an environment that allows for stress-less learning on the job.
11. The applicant must have work authorization to work in USA (work permit, hold a Green card or US citizenship)

If you are interested, please send your resume with you qualifications and how to contact you by sending an email to [officemanagers@htccwa.org](mailto:officemanagers@htccwa.org)

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