



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

Are you looking for an opportunity to manage finances and operations of modern technology centric religious organization in a peaceful setting of prayer hall and occasional joyful hubbub of festivity? Then we have job for you that provides you a great learning opportunity to make you ready for your next venture.

- *The job involves using cloud based customer relationship manager software to schedule poojas and respond to customer requests over the phone or in person. You will have to transact payments and record them carefully in our bookkeeping systems.*
- *In addition you will be proud to share with folks that you were involved in raising thousands of dollars needed for building traditional Hindu temple by participating in fund raising initiatives, organizing events and poojas for congregation members.*
- *All of these in an environment that allows for stress-less learning on the job. Besides English, familiarity with other Indian languages like Hindi, Telugu, and Tamil etc. is a plus. You will get reasonable hourly salary for your work.*

If you are interested, please send your details about your qualifications and how to contact you to the Office in Bothell.

Or you can submit by email to officemanagers@htccwa.org
