



<https://hopegymnastics.com/job/hope-gymnastics-academy-recep/>

Hope Gymnastics Academy Receptionist/Administrative Assistant

Description

HOPE Gymnastics Academy is a rapidly growing gym looking for dedicated and reliable individuals to manage our front desk on a daily basis, and to perform a variety of administrative and clerical tasks.

This is a perfect job for a college student or recent graduate looking to gain hospitality, management, and customer service experience.

Responsibilities

- Greet and welcome guests as soon as they arrive at the gym and direct them to the appropriate person and coach
- Answer, screen and forward incoming phone calls
- Receive, sort and distribute daily mail/deliveries
- Update calendars and schedule meetings
- Ensure reception area is tidy and presentable all the times
- Order front office supplies and keep inventory of stock
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Qualifications

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus

Job Benefits

- Competitive pay, based on experience: \$14-\$19/hour
- Potential for career advancement
- An opportunity to work in a happy, positive environment

Note: This is not a couple months or summer position. We are looking for the right person who would like to grow in time with the company.

Contacts

Hiring organization

Hope Gymnastics

Employment Type

Part-time

Job Location

20166, Stone Ridge, VA, USA

Base Salary

\$ 14 - \$ 19

Date posted

November 1, 2022

Valid through

12.05.2023

For more information about our mission, please visit <https://hopegymnastics.com/> or send us an email via hopegymnasticsacademy@gmail.com

Apply now!

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