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Hope Gymnastics Academy Receptionist/Administrative Assistant

Hiring organization
Hope Gymnastics

Employment Type
Part-time

Job Location
20110, Manassas, VA, USA

Base Salary
$ 14 - $ 19

Date posted
November 1, 2022

Valid through
12.05.2023

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

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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