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Hope Gymnastics Administrative Assistant (Middleburg, VA)

Hiring organization
Hope Gymnastics

Employment Type
Part-time

Job Location
20117, Middleburg, VA, USA

Base Salary
$ 14 - $ 19

Date posted
October 26, 2022

Valid through
16.06.2023

Description

Hope Gymnastics Academy is looking for a Receptionist/Administrative Assistant to manage front desk on a daily basis and to perform a variety of administrative and clerical tasks.

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business; you will coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

This position is perfect for a college student or a person who would like to work a few evenings per week.

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.

Pay: $14-$19/hour

Responsibilities

- Welcome guests as soon as they arrive at the gym and direct them to the appropriate person and coach
- Provide basic and accurate information in-person and via phone/email
- Answer, screen and forward all incoming phone calls; receive, sort and distribute daily mail/deliveries
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock; keep updated records of office expenses and costs
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Skills

- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. printers)
- Solid written and verbal communication skills; excellent organizational skills
- Ability to be resourceful and proactive when issues arise
- 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

Become a part of Hope Gymnastics Academy family. Apply now!

Associated topics: receptionist jobs near ashburn va, administrative assistant jobs, student jobs part time, jobs for students in college near ashburn va, the highest paying jobs without a degree, good paying jobs without degree, jobs administrative assistant near ashburn va, office jobs near ashburn, va, jobs receptionist, administrative jobs near ashburn va