



<https://hopegymnastics.com/job/leesburg-va-receptionist-jobs/>

## Leesburg, VA | Receptionist Jobs

### Description

Hope Gymnastics Academy is looking for a reliable and dedicated person 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.

**Pay:** \$14-\$19/hour

**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.

Apply now!

### Hiring organization

Hope Gymnastics

### Employment Type

Part-time

### Job Location

20175, Leesburg, VA, USA

### Base Salary

\$ 14 - \$ 19

### Date posted

November 1, 2022

### Valid through

25.04.2023

**Associated topics:** administrative jobs, front desk receptionist near ashburn va, jobs receptionist, part-time jobs near ashburn va, student jobs part time, jobs for teens, office jobs near ashburn va, jobs administrative assistant