

Avada Avada Builder

<https://choicegymnastics.com/job/office-staff/>

Office Staff

Description

Our office staff is in charge of the smooth and continuous operations of the gym.

Responsibilities

- Answering phones
- Scheduling classes
- Accepting payments & keeping accounts current
- Managing pro shop inventory
- Face to face customer service

Qualifications

Required experience:

- Basic computer skills (Microsoft Office, iClass Pro)
- Good communication skills with children and adults
- Ability to work with others

Required education:

- High school or equivalent

Employment Type

Part Time

Job Location

150 Varnfield Drive, 29483, Summerville, South Carolina, USA

Working Hours

Monday – Thursday: 3:00 – 8:00 pm

Saturday: 9:30 am – 12:00 pm

When applying, please include 3 references with one being your previous supervisor.

Include:

- Name
- Relationship
- Phone #
- Email