

Olympia Gymnastics Training Centers

Receptionist/Office Assistant



Location:

Olympia Rock Hill
9751 Manchester Road
St. Louis, MO 63119
(314) 441-3561

Position Summary:

Olympia Rock Hill has an opportunity for a part time Front Desk/Office Assistant. Olympia Rock Hill is a fully equipped gymnastics facility in St. Louis which offers gymnastics, ninja, cheer, and tumbling instruction for girls and boys ages toddler – teens as well as competitive gymnastics training.

Position Description:

This position is responsible for answering phone calls and emails from customers, taking payments and assisting with billing questions, and assisting customers with registering for classes and special events.

Responsibilities:

Our office assistants provide quality customer service in a positive, professional, and high energy environment. They are responsible for handling phone calls, customer's questions and emails, setting up customer accounts, taking payments and assisting with billing with a customer service focus. This position is responsible for key areas including assisting in selling and promoting our various programs and special events; assisting with training new staff in office procedures; ensuring program represents an exceptional value to the customer; and providing excellent customer service.

Qualifications:

- Gymnastics, cheer, or tumbling background is preferred
- Ability to professionally handle phone calls, questions, and e-mails with a customer service focus.
- Must have outstanding organizational, communication, and interpersonal skills
- Must have current knowledge of computer based word processing applications and additional office software.
- Must be proficient at typing 50+wpm and moderate to advanced skills with online navigation.
- High School Diploma required, College degree desirable
- Days, evenings and Saturday availability

