

Part-Time Office Attendant Job Profile

Company: CrossFit Green Leaf

Location: Dallas Fort Worth Area

Job Title: Part-Time Office Attendant (Ideal for College Students)

Job Description:

CrossFit Green Leaf is looking for a reliable and organized Part-Time Office Attendant to support our administrative team. This position is perfect for a college student seeking flexible hours and valuable work experience in a dynamic fitness environment. The Office Attendant will play a crucial role in maintaining the smooth operation of our office, assisting with various tasks, and providing excellent customer service to our members.

Key Responsibilities:

- **Front Desk Management:** Greet members and visitors, answer phone calls, respond to inquiries, and manage appointment scheduling.
- **Administrative Support:** Assist with data entry, filing, and organizing documents. Help prepare reports and promotional materials.
- **Membership Services:** Process new member registrations, handle membership renewals, and maintain accurate member records.
- **Office Maintenance:** Ensure the office, bathroom & fitness area is clean, organized, and well-stocked with necessary supplies.
- **Customer Service:** Provide friendly and efficient service to members, addressing their needs and concerns promptly.
- **Event Support:** Assist in the planning and execution of gym events, workshops, and community outreach programs.
- **Communication:** Help manage the gym's email inbox and social media accounts, ensuring timely and professional responses.
- **Monthly Newsletter:** Responsible for compiling, writing, and distributing the monthly newsletter, including updates on gym events, member highlights, fitness tips, and other relevant content.

Qualifications:

- **Education:** Currently enrolled in a college or university program (required).
- **Experience:** Previous experience in customer service or office administration is a plus, but not required.
- **Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic computer skills. Strong organizational and multitasking abilities.
- **Communication:** Excellent verbal and written communication skills.
- **Interpersonal Skills:** Friendly, approachable, and able to work well with diverse groups of people.
- **Reliability:** Punctual, dependable, and able to work flexible hours, including evenings and weekends.

Benefits:

- Competitive hourly wage \$15/hr.
- Flexible schedule to accommodate academic commitments.
- Opportunity to gain valuable work experience in a supportive environment.
- Free or discounted gym membership.
- Professional development opportunities.

How to Apply:

Interested candidates should submit their resume, a brief cover letter detailing their availability and interest in the position, and any relevant experience to crossfitgreenleaf@gmail.com.

Join our team and gain valuable experience while contributing to the success of CrossFit Green Leaf!