

Front Desk Eastpointe Health & Fitness

Job Description

We are looking for an exceptional individual to join our growing team as a front desk customer service representative/cleaner in a busy health and wellness center. You must be a person of high integrity, who is self-motivated and organized. Strong customer service skills and dependability are essential to this position. You will be responsible for running the front desk/shake bar. Former desk/customer service experience is a plus but not required. Must live within 20 minutes of the facility.

Required Skills

Outgoing, friendly, motivated and energetic

Ability to work independently

Ability to multi-task while remaining focused and productive

Strong communication skills

Good organization skills

Basic Computer skills

Responsibilities to include some of the following:

Running the front desk area and shake bar during all operating hours

Touring prospective members

Answering incoming and making follow up phone calls

Discussing membership options and personal training services as needed

Scheduling appointments for members

Cleaning and maintenance of the facility

Position Details:

The position is part-time; however, provides opportunity for growth for the right candidate. Flexibility in scheduling, weekend availability and the ability to cover additional shifts as needed is a MUST. You will be required to complete an initial 90-day trial/training period and meet or exceed expectations during that period.

Next Steps and Initial Interview

If you are interested in applying for this position, you will need to submit your resume and cover letter via email to Jobs@Eastpointehealthandfitness.com. Applicants will NOT be accepted if you contact the club directly.

Company Description:

Eastpointe Health & Fitness is a well-established and fast-growing fitness center with over 900 members located in Navesink, NJ about two miles from Sandy Hook. We are Atlantic Highland's premiere results-oriented club providing an integrated health and fitness approach that focuses on the entire person. The club offers a highly experienced certified personal training staff, challenging weight loss programs, nutritional counseling, state-of-the-art cardio and strength training equipment, and a wide variety of classes including Body Sculpt, Yoga, Pilates, Spin, Zumba and others. The gym also incorporates a unique, overall wellness experience for members through its chiropractic, physical therapy and massage services. Committed to helping individuals achieve personalized results, Eastpointe Health & Fitness supports a friendly, non-intimidating environment for all ages and fitness levels.