

Front Desk/Sales Support Representative

Eastpointe Health & Fitness

Job Description

We are looking for an exceptional individual to join our growing team as a Front Desk & Sales Support Representative 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 front 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:

This is a part-time position, starting at 20–30 hours per week, with opportunities for growth for the right candidate. The schedule requires multiple weekday evening closing shifts as well as weekend afternoon/evening closing shifts. Availability to cover additional shifts as needed is required.

The hourly rate for this position ranges from \$16.00 to \$20.00 per hour after a paid 90-day trial and training period, during which you will be expected to meet or exceed agreed-upon performance expectations. Opportunities for paid incentives with sales calls and upselling services are also available after training period. Annual performance reviews will be conducted with potential rate increases and additional benefits.

Health insurance is available, after a 90-day waiting period, with portion paid by the company increasing with each year of employment. 401(k) with company match of 3% after 6 months.

Next Steps and Initial Interview

If you are interested in applying for this position, you will need to submit your resume and cover letter through Indeed. Applications 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.