Front Desk Receptionist
- $15-20/Hour - Part-time Position (Depends on experience).
- Immediate start.
- Customer service and sale experience (1 year or more).
- Must speak Russian and English
- Ability to work on some weekdays (4:00 PM-9:00 PM) and weekends (11:30 AM-7:30 PM).
- Teachers are welcome for part time on-side job.
- Competitive salary + bonuses (depends performance).
- Position is 15-25 hours per week at first. Once benchmarks are met, more hours or full-time salaried position will be offered.

Front Desk Receptionist Duties will include, but not limited to:
- Front Desk Operations (assisting students/parents, greeting members/new guests, taking phone calls, enrolling students in the programs, scheduling trial or make-up classes, etc.).
- Demonstrate excellent customer service when dealing with parents/students/newcomers.
- Able to use our Database System.
- Retain and increase students' enrollment for all of our programs.
- Perform all other front desk duties and responsibilities as assigned by the Director of the Center.
- Provide timely feedback to the Director on all center`s issues.
- Balances all cash, check, credit card payments processed during the shift.
- Complies with all staff policies in accordance with Champions Sports Center`s Amenity Management.

Strongly Consider Candidates:
- Have a positive personality, punctuality, honesty, and reliability.
- Welcoming and presentable.
- Ability to multi-task and prioritize in a fast-paced environment.
- Well-organized with foresight and attention to details.
- Serious candidates who are looking to grow with the company.

Physical Demands:
- Walk through the studio.
- Climbing stairs (where applicable).

Required Experience:
- Customer Service: 1 or more years.
- Front Desk: 1 or more years.

Required Education:
- Minimum Associate degree or higher (on business administration, education, sports management and/or related fields).

Job Type:
- Part-time