Front Desk Associate

Part-time 25-35 hours per week depending on applicant.  
Competitive wage depending on customer service/rock climbing experience, employee memberships, discounts on retail items, compensation plans (commissions).  
Pay:  
$16 Entry Level no Rock Climbing Experience  
$17 Top Rope Climbing Experience   
$18 Lead Rope Climbing Experience  
  
Job Description   
High Altitude Fitness in Incline Village, NV has an opening for a Front Desk Associate, this could be a full time or part time position depending on applicants. HAF is looking for a mature, energetic, welcoming and detail-oriented Front Desk Associate who is looking to make a significant impact in a highly visible organization.  
  
Essential Functions  
Greet and check in all members, guests and prospects at the front desk while maintaining a professional image for HAF. Manage daily entries into software. Focusing on member's satisfaction including problem solving. Sell products and services, providing clients with knowledgeable information. Conduct facility tours for new members and enroll them into gym membership as needed. Management of client appointments. Ensuring that the gym environment is clean, tidy and well presented at all times.   
  
Current shifts available Sunday through Saturday, applicants must be available to work a variety of weekday and 1 weekend shifts; opening, mid, and closing. M-F (5:30-10:30am, 10:30-4:00pm, 4:00-9:30pm), Sat-Sun (6:30-1:30pm, 1:30-8:30pm). Applicants must be available to work at least 15 hours per week.   
  
Personal accountability and dependability, excellent oral and written communication skills and positive energy are essential.  
  
Experience  
Prior customer service and/or front desk management experience and interest in fitness. Rock climbing experience, or general rock climbing knowledge, must be 21+ years of age, CPR Certified a plus.   
  
ONLY RESUMES ACCOMPANIED BY A COVER LETTER WITH AVAILABILITY WILL BE CONSIDERED. Availability must include specific details- days and available hours per day.