

## Front Desk

### Position Summary

A Flirty Girl Fitness Front Desk attendant is a fun, energetic and efficient individual who warmly welcomes all customers and takes care of members. Full time and part time positions available.

### Job Requirements

- Must be willing and able to work varied hours, including evenings and weekends
- Warm and professional phone manner
- Solid computer skills, must be proficient in MS Outlook, Word and Excel
- Passion for customer service
- Strong communications skills
- Quick learner
- Ability to multi-task and work under pressure while not appearing frazzled
- Believe in the Flirty Girl mission.

### Responsibilities

- Managing first impressions at Flirty Girl Fitness
- Welcoming, registering and processing customers using Flirty Girl registration software
- Answering phones warmly and professionally
- Responding to daily email inquiries
- Driving sales at the club level
- Cash and POS system management
- Inventory management
- Maintaining a clean and professional reception area
- Administrative activities including data entry and filing
- Enforcing best practices to ensure that our members stay happy and thrilled with our services
- Party hosting and bartending (Smart Serve required) for private parties
- General club maintenance

If you want to be a part of our team of incredible women please forward your resume with short cover letter to [Nikkilee@flirtygirlfitness.com](mailto:Nikkilee@flirtygirlfitness.com)

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