



**#1 IN PARTS AND SERVICE**

108 Hamilton Industrial Ct.  
Wentzville, Missouri 63385

P: 636.379.1952

[Fitness-Plus.net](http://Fitness-Plus.net)



## WE'RE HIRING SELF-STARTERS!!

If you are a motivated self-starter and want to work in a fast paced environment with people who care about each other and feel like family and opportunity to grow into new positions, then we are looking for you. Fitness Plus was recognized in the 2010 Inc500 list of fastest growing privately held companies, and is one of the fastest growing companies in Missouri. We need people who can work hard and are ready to grow with our quickly growing company.

Job Title:	<b>Help Desk</b>
Department(s):	<b>Information Systems</b>
Pay Range:	<b>\$12.00 - \$14.00 per hour</b>
Report to:	<b>Information Systems Manager</b>

**Position Overview:** This is a full-time position that requires no technical knowledge of exercise equipment; however any technical knowledge of fitness equipment is a bonus. It does require the attention to detail, strong problem solving skills, and the ability to stay focused and work hard with little supervision. We are a small business and as such, the ability to multi-task and be proficient in many areas is important. This position will be handling computer "help desk" questions from our office staff. They will likely have the opportunity work with a variety of technologies from desktop computers to phone systems. This person will also be handling a variety of technically natured data entry functions on our website ([www.fitnessrepairparts.com](http://www.fitnessrepairparts.com)).

### Personal Requirements:

- Must be a United States citizen or legal resident
- High school diploma or equivalent
- Possess excellent verbal skills, including grammar and voice quality
- Possess good spatial reasoning skills (the ability to read exploded diagrams)
- Be able to listen, read, write, retain, and use information
- Technical skills
  - Experienced with and proficient in computer use/basic maintenance
  - Familiar with Microsoft Office Products
  - Knowledgeable and experienced in using the Internet
  - Basic Computer Hardware upkeep and minor repair
- Pass a background investigation consisting of:
  - Employment verification
  - Education verification
  - Social Security status
  - Criminal background check
- Must be self sufficient and dependable, little direct supervision

### Pluses:

- Prior fitness industry experience
- 2 years Help desk experience
- Degree in Information Systems

**Essential Job Functions:**

- Provide Help Desk support and resolve problems
  - Monitor and Respond quickly and effectively to help desk requests
  - Modify configurations, utilities and software default settings for local workstations
  - Document internal procedures
  - Interface with vendors and manufacturers to maintain equipment integrity
  - Develop and maintain schedules for keeping existing data up to date.
- Maintain inventory of all equipment, software and software licenses
- Set up and configure workstations for new user's equipment and software
- Multiple Copier and printer upkeep
- Perform hardware and software upgrades as required
- No vacation or time off will be granted from October 1 through April 1 every year. The ability to work Mondays is important.
- Performs other duties as assigned from time to time by management.

**To apply for this position you can do one of the following:**

- Mail resume to: 108 Hamilton Industrial Ct., Wentzville, MO 63385
- Email resume to: [HR@Fitness-Plus.net](mailto:HR@Fitness-Plus.net)
- Fax resume to: 636.634.3699

*Please specify which position you are applying for as we may have several positions open at once.*

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization.</p>
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