



**#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>Receptionist</b>
Department(s):	<b>Office</b>
Pay Range:	<b>\$10-\$13/hr.</b>
Report to:	<b>Office 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 however require the attention to detail, strong problem solving skills, and the ability to stay focused and work hard with little supervision, while also having the ability to work as part of a team. This position will provide general office support with a variety of clerical activities and related tasks. Receptionist will be responsible for greeting customers, answering incoming calls, directing calls to appropriate associates, mail distribution, as well as additional clerical duties.

### **Personal Requirements:**

- Must be a United States citizen or legal resident
- Have acquired a high school diploma or equivalent
- Possess excellent verbal skills, including grammar and voice quality
- Possess excellent phone etiquette
- Be able to communicate clearly, be decisive, observant, and innovative
- Be able to multitask
- Be a people person with a focus on customer service
- Must be self-sufficient and dependable
- Technical skills
  - Experienced with and proficient in computer, fax and phone use
  - Must be proficient in MS Word, Excel, Email and the Internet
  - Type 35 WPM
- Pass a background investigation consisting of:
  - Employment verification
  - Education verification

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

- Social Security status
- Criminal background check

#### **Pluses**

- Customer service experience
- Prior fitness industry experience

#### **Essential Job Functions:**

- Greet all visitors as they enter the office
- Answer phones, screen and direct all incoming calls to appropriate party promptly and efficiently
- Ensuring that the phone system is operating smoothly and fulfilling the needs of FP and FRP
- Receiving Mail and delivering to appropriate Departments
- Scheduling Local Service Calls
- Data entry for Service Department work orders (ETS database system)
- Filing completed work orders
- Be willing to take on other responsibilities as they arise and grow in the position.

#### **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.*

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