



External Job Description

Position: Front Desk Receptionist

Location:

About Our Company:

Bally Total Fitness® operates nearly 300 clubs in the United States. With more than 3 million active members and over 30 years of experience, Ballysm is among the most popular health club chains in America. The professional staff at Bally Total Fitness is trained to motivate clients to improve their physical health and reach their personal fitness goals.

Bally Total Fitness: Where Careers Take Shape.

Overview:

Bally Total Fitness is currently looking for a Front Desk Receptionist. We are dedicated to providing our members with the very best experience possible and are constantly seeking friendly and enthusiastic professionals to join our team!

A successful receptionist understands they are the first impression of our company.

Full and part-time opportunities are available depending on location.

Responsibilities

- Greeting all members and guests enthusiastically and professionally
- Answering the phone and directing calls to the proper person
- Taking and delivering messages for all team members
- Checking membership cards, account status, workout and guest registration
- Accepting payments and generating receipts for renewals, dues, lost cards and processing retail transactions
- Additionally, any responsibility that would be required to maintain effective operations of the front desk including - issuing photo id cards, addressing membership queries, keeping the surrounding areas organized, and other duties as assigned

Skills/Requirements

- Candidates must be at least 18 years or older to apply
- High school diploma or equivalent
- Basic computer skills
- Enthusiastic, energetic and pleasant personality
- Maintain a positive and courteous attitude at all times
- Clear and effective communication skills
- Must have the ability to multi-task
- Previous customer service and retail experience is a plus
- Bilingual a plus

Contact Information:

If you are interested in this position please forward your resume in Word or PDF format to:

careers@ballytotalfitness.com. Please list the position you are applying for in the subject line of your email with the resume attached. Thank you.

Benefits:

Benefits for eligible employees include: medical / dental / vision, 401k, vacation, health club membership, opportunities for advancement, on-going training available and partial tuition reimbursement. Bally Total Fitness is an equal opportunity employer.

"The Company has established an alternative dispute resolution procedure to resolve disputes arising out of the employment context, referred to as Bally's Employment Dispute Resolution Procedure ("EDRP"). I agree to be bound by the terms of the EDRP as a condition of employment concerning any disputes or claims covered under the EDRP. I understand that I have the right to request and review a copy of the EDRP.

I agree to submit any disputes relating to the hiring process and the failure to be hired by Bally to the company's EDRP referenced above."