



6668-7 Thomasville Rd., Tallahassee, FL 32312
(850) 907-3555 americanfitness247.com

MEMBER SERVICE ASSOCIATE

Responsibilities:

- . Generate sales (give tours of our facility, create client leads, collect all necessary information for contracts, maintain client base through renewal phone calls, collect overdue balances)
- . Provide customer service (develop a relationship with the membership base, answer phone calls, respond to emails)
- . Custodial responsibilities (clean locker rooms, equipment, floors, mirrors, windows, etc.)
- . Enforce Club rules (ex. ensures all check-in procedures are followed by members and guests)
- . Open and close the facility and keep front desk area secure during shift
- . Maintain the gym calendar
- . Notify management of gym incidents and prepare incident reports when necessary

Qualification & Requirements:

- . High School Diploma or GED required
- . Must have 6-12 months experience in customer service function. Retail environment preferred.
- . Basic computer skills
- . Efficient and effective communication skills
- . Detail oriented/organized
- . Passionate about Health and Fitness
- . Highly dependable, self-motivated and autonomous
- . The person in this position is regularly required to stand and move about for up to 7 hours. The employee occasionally sits, walks, kneels and reaches with hands and arms and lifts up to 50 lbs.
- . Customer service oriented (ex. greet all incoming members/guest enthusiastically)
- . Professionalism (carries out responsibilities to the standard, punctual, well groomed)

Qualified Applicants can contact Jaye Danforth at the following information:

jaye@americanfitness247.com

(850) 907-3555