

General Duties and Responsibilities

- Assist/Shadow the Gym Manager.
- Creating and submitting weekly schedules.
- Reviewing and submitting payroll corrections.
- Exercising effective conflict resolution and customer service.
- Administrative responsibilities.

Additional Duties and Responsibilities

- Communicate effectively verbally and in writing.
- Conduct a proper Needs Analysis and Benefits Tour.
- Present rates by memory following the sales system guidelines.
- Assist with daily cleaning responsibilities/maintenance of the club – capabilities must include, but are not limited to: standing, bending, walking and/or lifting arms over head for long periods of time, and the ability to lift and carry 45 pounds.
- Attend all meetings and training classes.
- Perform cross-training to achieve overall company goals.

Sales

- Achieve all sales goals.
- Promote secondary sales with every interaction.
- Regularly promote social events at the club.
- Properly use computer system to enter all transaction and/or payments.
- Maintain proper cash control, through accurate and consistent verification.
- Responsible for controlling proper inventory and supplements in club.