

HAMILTON LAKES ATHLETIC CLUB FRONT DESK ASSOCIATE – PART TIME-CONTINUAL

Hamilton Partners is seeking dynamic and customer-oriented individuals to join our team as a Front Desk Associate at Hamilton Lakes Athletic Club. The ideal candidate will be responsible for providing exceptional customer service, maintaining a clean and organized facility, handling administrative tasks, and assisting with member engagement activities.

Key Responsibilities:

1. **Cleaning and Maintenance:** Perform regular cleaning of gym equipment, maintenance of equipment, and maintaining cleanliness throughout the club including mopping, vacuuming, towel service including laundry and daily touch-ups to ensure a welcoming environment for members.
2. **Facility Management:** Responsible for maintaining cleanliness of basketball and racquetball courts, and group ex rooms, ensuring they are in excellent condition for member use.
3. **Social media and Marketing:** Assist in maintaining the health club's social media presence to engage with current and potential members, promote club events, and provide updates on club activities and promotions.
4. **Administrative Tasks:** Handle customer check-ins, accounts receivable, member sign-ups, and member retention efforts to ensure a positive and seamless experience for all members.
5. **Member Engagement:** Conduct guided tours of the facility for potential members, assist with member sign-ups, and provide information on club services and amenities.

Qualifications and Skills:

- High school diploma or equivalent
- Previous experience in a customer service role is preferred
- Excellent communication and interpersonal skills
- Strong organizational skills and attention to detail
- Basic knowledge of social media platforms
- Ability to multitask and work in a fast-paced environment
- Knowledge of fitness and health club operations is a plus
- Hospitality experience is a plus.

This position offers an exciting opportunity to be part of a dynamic team in a thriving health club environment. If you have a passion for fitness and enjoy engaging with people, we encourage you to apply and join our team!

This compensation for this position is commensurate with an entry level hourly wage rate. Please email or fax resume with required application found on the website (www.hamiltonpartners.com) and salary history/requirements to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
E-mail: ddecker@hpre.com
Fax: 630-250-4858

No calls please.

Any referrals must download application and fax/mail with resume, to Debbie Decker. If any HP employee is interested, please notify Debbie Decker.