



Position Description: Office Manager

Helena Athletic Club and Gymtrix is hiring an Office Manager to be responsible for the general operation of the front desk including managing accounts receivable for 500+ students and families. Duties involve greeting families, answering incoming phone calls, responding to e-mails, enrolling students, sending invoices, processing payments, and supervising the office staff to ensure maximum productivity. A successful hire has prior experience in office administration and basic accounting/bookkeeping. The office manager must have exemplary customer service skills and be able to work through conflicts and problem solve independently.

Responsibilities:

- Overseeing general office operation
- Greeting visitors, answering a high-volume of incoming phone calls
- Delivering kind, helpful customer service to new and existing families
- Processing tuition charges and receiving payments
- Providing administrative support to program directors, coaches and staff
- Coordinating and implementing new systems/policies to best manage staff, customers and events
- Assisting toddlers, youth and young adults with minor first aid, flow of traffic and other minor issues

Requirements:

- Professional written and verbal communication
- Experience with Microsoft Office applications Word and Excel
- Accountable and intrinsically motivated to do timely, precise and professional work
- At least 2 years in an office, admin, bookkeeping or reception type position
- Calm and patient demeanor when working in a fast-paced environment
- Compassion for toddlers, youth and young adults
- Must be available for shifts from approximately 4:00-8:00 p.m. Monday-Thursday, some Fridays during the school year, flexible days and evening shifts during the summer.

Benefits:

- Paid on-the job shadowing and training
- Part-time position with competitive wage
- Work-from-home capability
- Discounted tuition and/or free participation for family members in gym programs
- Benefit packages such as dental, vision, accident insurance policies
- Paid leave/vacation and flexibility for days and time off
- Fun, positive, exciting atmosphere

Contact:

Apply by sending cover letter and resume to coachlaura@hacmt.com. Applications accepted until end of day April 20th with interviews scheduled until end of the month. Position begins May 1st.