



Supreme Cheerleading Front Desk Associate

Supreme Cheerleading is hiring fun and dynamic customer service professionals to join our growing Front Desk Team. Must LOVE kids! These are part-time positions reporting to the Gym Manager and require evening and weekend hours only.

Duties and Responsibilities

- Greet clients with a positive demeanor
- Provide excellent customer service in person, over the phone and via email.
- Administrative tasks including (but not limited to) data entry, document collection & organization, and program registrations.
- Processes cash, debit and credit card transactions
- Other responsibilities as assigned by the Gym Manager

Experience

- Minimum 2 years experience delivering exceptional customer service.
- Must be at least 18 years old.
- VSC Background Check (or willing to obtain)

Job type: Part-Time

Location: In-Person.

Salary: to commensurate based on experience.

Submit your application at <https://supremecheerleading.com/job-openings/>. All resumes will be reviewed the week of January 29, 2024.