



DENALI GYMNASTICS & FITNESS INC.

300 E Kalli Circle
Wasilla, AK 99654

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Denali Gymnastics & Fitness, Inc. is currently hiring an Administrative Assistant to join our Front Desk Staff.

PURPOSE: This position will provide excellent customer service and administrative support in a hectic and fast-paced environment with genuine concern, kindness, and respect. Promoting the quality programs (gymnastics, childcare, fitness, rock climbing) of Denali Gymnastics & Fitness is the primary focus.

FUNCTIONS: Administrative assistants will be responsible for accurate money handling, clerical and bookkeeping functions, answering multi-line phones, providing quality customer support, data entry, record-keeping, and collaboration with other departmental staff.

REQUIREMENTS: Prior administrative experience and/or customer service required. Must be able to pass a State of Alaska background check and will be required to provide fingerprints. Applicant must be experienced with current versions of MS Office applications, with strong proficiency in Word and Excel; 10-key competency will be necessary. Applicant should be able to lift 35-50 pounds. The employee is frequently required to sit; stand; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to climb or balance.

KNOWLEDGE, SKILLS & ABILITIES: Prospective candidates will possess strong multi-tasking skills and have the ability to prioritize tasks and work load in a dynamic environment. An ability to maintain composure and exhibit exceptional interpersonal communication and organizational skills in a fast paced-work environment is a requisite. Candidates must possess a strong attention to detail. Individual must be able to work independently with minimal supervision.

POTENTIAL APPLICANTS will apply IN PERSON at 300 E Kalli Circle, Wasilla. Any work history of special skills applicable to this position should be noted on a résumé and submitted with your application.

SCHEDULE: Full-time position. Fall Schedule, Mon-Fri. Closing Shift.

WAGES: DOE

Applications will be accepted:

Monday through Friday 9:00am - 5:00pm.

Fax and email applications and/or résumés will not be considered.