



## DENALI GYMNASTICS & FITNESS INC.

300 E Kalli Circle  
Wasilla, AK 99654

Phone: (907) 373-3547

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### ADMINISTRATIVE and CUSTOMER SERVICE POSITION

November 2019

**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) of Denali Gymnastics & Fitness is the primary focus.

**Functions:** Customer service position 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:**

- Minimum three (3) years of prior administrative and customer service experience.
- Prior cash-handling experience.
- Must be able to lift 50 pounds or more, unassisted.
- Able to work a flexible schedule (some weekends; weekdays as late as 8:30 p.m.; possible overtime)
- Must be able to pass a State of Alaska background check and may be required to provide fingerprints.

**Knowledge, Skills, and Abilities:**

- Recent experience with current versions of MS Office, with strong proficiency in MS Word, Publisher, and Excel.
- 10-key by touch
- Prospective candidates will possess strong multi-tasking skills and be able to prioritize tasks and workload 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.
- 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 or special skills applicable to this position should be noted on a résumé and submitted with your application. Applications will be accepted Monday through Friday, 9:00 a.m. to 7:00 p.m. Fax and email applications/résumés will not be considered.**

**Schedule:** Monday – Friday, closing shift. Schedule is subject to change.

**Wages:** \$11.00-\$16.00 DOE