



Position: Fast-pace, Customer Service, Office Assistant (Weeknights: 3:30pm-close & Weekends)

Type: Part-Time (Approximately 10-15 hours/week)

Location: Countryside and Hickory Hills (An applicant would work shifts at both of our locations when needed).

At Flying High Sports & Rec our business is fun. We're a positive, upbeat, family friendly & youth centered environment. For 25 years we've been providing quality recreational and competitive programming for thousands of Chicago-area youth. We're proud to offer a diverse line-up of gymnastics, cheerleading, dance, and martial arts programming! Flying High is also a destination for birthday parties, open gyms, and special events perfect for children of all ages.

The Flying High Main Office is searching for an **Office Assistant**. We are looking for a friendly, detail-oriented, and highly motivated employee who can balance multiple tasks and help systemize our current program. *Applicant must have reliable transportation to work at both locations when needed. Able to work weeknights (3:30pm-close) and Saturdays are a must!*

Candidate Characteristics:

- Prior customer service experience
- Proficient with Microsoft Office: Word, Excel, Outlook, and Publisher
- A great personality
- Dependable, reliable, and a self-starter
- Has reliable transportation

Major Job Responsibilities:

- Answering all incoming phone calls in a fast-pace work environment
- Answering and addressing customer's questions and concerns
- Handling confidential and sensitive information, including taking/receiving payments and account balances

Some knowledge of gymnastics, cheer, dance, and martial arts is a plus. Experience with a customer database software is also beneficial.

Further qualifications include:

- *Able to work weeknights (3:30pm-close) and Saturdays or Sundays are a must!*

- Day time hours are a possibility
- High School Diploma
- All employees must pass a criminal background check before hire. Safety is our #1 priority!
- Can work at both locations

If you meet these qualifications and are an interested applicant, please visit www.flyinghighgym.com to print out the employment application. You may submit your application in person or via email. Please email your resume and application to Kathie.M@flyinghighgym.com. We look forward to hearing from you!

Flying High is a kid's facilities. We are open daily with recreational classes and special events being held in the mornings, afternoons, and nights.

Our Countryside Main Office hours are:

- Monday-Thursday: 9am-8pm
- Friday: 9am-6:30pm
- Saturday: 9am-2pm
- Sunday: 9am-11am

*Office is typically staffed a half hour before the opening times and about an hour after the closing times listed above.

Our Hickory Hills Main Office hours are:

- Monday: 4pm-8pm
- Tuesday: 4pm-8pm
- Wednesday: 9am-11am & 4-8pm
- Thursday: 4pm-8pm

*Office is typically staffed a half hour before the opening times and a half hour after the closing times listed above.