

AERIALS FIT'N'FUN Gymnastics



Aerials Fit'n'Fun Gymnastics Center

The Shoppes at Valley Forge
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Join Our Team as an Office Manager at Aerials Fit'n'Fun Gymnastics Center.

Are you an organized, detail-oriented individual with a knack for administration and a passion for supporting the gymnastics community? We're searching for a dedicated Office Manager to play a crucial role in ensuring the smooth operation of Aerials and providing exceptional customer service to our athletes and their families.

Position: Office Manager

Location: The Shoppes at Valley Forge, Phoenixville PA

Type: Full-time

About Us:

At Aerials, we have a rich history of nurturing gymnasts to achieve their highest potential. Our mission is to provide a supportive environment where athletes not only develop exceptional skills but also gain confidence, discipline, and a love for the sport.

Role and Responsibilities:

As the Office Manager, you'll be the backbone of our administrative operations, ensuring efficient management of day-to-day tasks and interactions. Your responsibilities will include:

- **Customer Service:** Greet visitors, answer phone calls, and provide assistance to athletes, parents, and guests.
- **Registrations:** Manage athlete registration and enrollment, ensuring accurate records and timely communications.
- **Scheduling:** Coordinate class schedules, competitions, and events, optimizing the utilization of resources.
- **Billing and Payments:** Handle invoicing, payments, and financial transactions accurately and promptly.
- **Records Management:** Maintain organized records of athlete profiles, waivers, and other administrative documents.
- **Communication:** Correspond with parents, coaches, and staff to ensure clear and effective communication.
- **Supplies and Inventory:** Monitor and manage office supplies and equipment inventory.
- **Support to Management:** Assist with general administrative tasks and projects as needed.

Qualifications:

- **Organization Skills:** Exceptional organizational skills with an eye for detail.
- **Communication:** Strong verbal and written communication skills for effective customer interaction.
- **Customer Focus:** Dedication to providing excellent customer service and addressing inquiries and concerns.
- **Tech Proficiency:** Comfortable using office software and tools for scheduling, record-keeping, and communication.
- **Multi-Tasking:** Ability to handle multiple tasks simultaneously and thrive in a dynamic environment.
- **Team Player:** Collaborative attitude and willingness to contribute to the success of the gymnastics club.

Benefits:

- Competitive compensation package based on experience.
- Opportunity to be a vital part of a supportive and energetic gymnastics community.
- Potential for professional growth within our growing organization.

How to Apply:

If you're a reliable and proactive individual excited to contribute to the operations of Aerials, we'd love to hear from you! Please visit us at aerialsgymnastics.com, follow the links from "We are Hiring", print and complete an application and send it along to us at info@aerialsgymnastics.com. Please include your resume, along with a cover letter outlining your coaching philosophy, leadership approach, and why you're the right fit for the Director of Gymnastics role at Aerials.

Join our team and help create an environment where gymnasts can thrive, learn, and achieve their goals. We're excited to welcome an Office Manager who shares our commitment to excellence!