



Position: Fast-pace, Customer Service, Friendly Office Assistant

Type: Part-Time (Approximately 20 hours/week), evenings and weekends

Location: Countryside

At Flying High Sports & Rec Center our business is fun. We're a positive, upbeat, family friendly & youth centered environment. For 30 years we've been providing quality recreational and competitive programming for thousands of Chicago-area youth. Flying High offers gymnastics, tumbling & Ninja Zone classes! We're also a destination for birthday parties, open gyms, camps, and special events perfect for children of all ages.

We are looking for a friendly, detail-oriented, and highly motivated employee who can balance multiple tasks and provide excellent customer service to our clients to join our Office Staff. **Weekend shifts are a must.**

Candidate Characteristics:

- Prior customer service experience
- Proficient with Microsoft Office: Word, Excel & Outlook
- A great outgoing personality
- Dependable, reliable, and a self-starter
- Has reliable transportation
- Is available for weeknight and weekend shifts

Major Job Responsibilities:

- Assisting customers in person, over the phone and via email in a fast-pace work environment
- Building relationships with our clients (parents & kids!) to help make it seem like Flying High is a home away from home.
- Handling confidential and sensitive information, including taking/receiving payments and account balances

Some knowledge of gymnastics, tumbling or Ninja Zone is a plus, but never necessary. Experience with a customer database software is also beneficial.

Further qualifications include:

- **Must be able to work weekday evenings and a Saturday/Sunday shift.**
- Must be 21+
- High School Diploma
- All employees must pass a criminal background check before hire. Safety is our #1 priority!

If you meet these qualifications and are an interested applicant, please visit [our website](#) to submit an application.

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

Our Main Office hours may vary but for Summer are as follows:

Monday-Thursday: 7:30am- approximately 9pm

Friday: 7:30am- approximately 7pm (10:30pm when we have a Pizza FUN Night/Pizza FUNdraiser)

Saturday: 7:45am- approximately 9pm (11pm when we have a Pizza FUNdraiser)

Sunday: 8am- approximately 7pm

Job Type: Part-time

Pay: \$18.00 per hour