



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](http://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](mailto: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.