



Assistant Office Manager

Red Bluff Health & Fitness

Hours: Full-time, Monday - Friday

Wage: \$12.00 - \$13.00 DOE

**This position includes a free family membership*

Our convenient facility is located in the heart of Red Bluff.

We offer a variety of classes daily, throughout the day, to accommodate busy schedules. Our state-of-the-art facility contains a wide assortment of both cardio and strength-training equipment, assuring our members will always have equipment available for use.

Requirements / Responsibilities:

- Bilingual skills are *highly preferred*
- Superior customer service skills by phone and in person
- Problem solving skills
- Ability to work independently
- Ability to be a team player – work well with others
- Superior communication skills with co-workers and members
- Ability to multitask
- Bookkeeping skills
- Employee management including scheduling shifts
- Ability to reason proactively
- Dependable with a strong work ethic
- Basic knowledge of inventory and ability to order supplies
- Organizational skills
- Desire to advance to manager

*Reliable transportation is A MUST

Deadline: ASAP

To Apply: Submit a resume and a completed standard application to direct to employer at 100 Jackson Street, Red Bluff.