



Desire

Discipline

Dedication

OFFICE ASSISTANT WANTED

We are a gymnastic facility in Alsip, Illinois and are seeking a Part-Time office assistant to work approximately 12 to 15 hours per week, some Saturdays.

Duties will include:

- Answering phones
- Registering students for class
- Filing
- Some data entry
- Customer Service

Candidate must be dependable, organized, able to multi-task and work independently. Candidate must also have computer and customer service experience.

Salary commensurate with experience.
This is a **Part Time** position.

Send resume to: 3dgymnastics@comcast.net

3D Gymnastics & Cheer
708-396-2642
Contact: Kathy

