

Customer Service & Administrative Officer (Full-Time)

AlphaStep is an innovative fitness foundry, designed to forge the fundamental physical skills of children aged 3-17 and adults, while helping them create positive lifelong habits enabling them to unleash their full potential. Situated on the vibrant Tseung Kwan O waterfront at Monterey Place, we are looking for high caliber talents to join our team.

Responsibilities

- To perform administrative duties which include general foundry administration, receiving calls and answering enquiries, collation of reports and maintaining databases
- To handle daily foundry operation and marketing activities
- To deliver professional customer services to maintain strong relationships with members and clients
- To provide on-site support for training activities
- To perform any other appropriate duties as assigned by supervisor

Requirements

- Strong communication and interpersonal skills
- Attention to detail and organized
- Good command of written and spoken English and Chinese
- 5.5 days' shift duties between 9:00am to 9:00pm (49 hours per week covering weekdays, weekend and public holidays)
- Experience in retail sales, fitness and/or kids education/training is an advantage

Benefits

- On-the-job training
- Promotional opportunity
- Attractive remuneration and performance bonus
- Friendly and energetic working environment

If you are interested in joining us, welcome to send your full resume with indication of latest salary details, expected salary, stating the position applying for, and date available to

recruit@alphastep.com.hk