

**Member Service Agent
Part-Time and Full-time Positions Available**

Philadelphia's *premier* Sporting Club, The Sporting Club at the Bellevue, is looking for an energetic, passionate, highly motivated individuals to serve as Member Service Agents at our new location in Voorhees, New Jersey.

Primary Responsibilities

- Provides courteous, professional service and information to members, guests, prospects, staff, tenants and vendors.
- Serves as first point of contact for members, visitors, vendors, staff and guests.
- Maintains the front desk area, organizes files, desk, etc.
- Promotes club's services and programs to all members, guests, prospects, staff, tenants, and owners.
- Handles payment transactions for club's programs, fees and merchandise.
- Provides excellent customer service throughout all aspects of position.

Position Requirements

- Excellent verbal and written communication skills
- Excellent customer service focus and professionalism
- Excellent dependability and reliability
- Energetic, enthusiastic, and motivational disposition
- Interest in fitness a plus

To apply for this position, please send your cover letter and resume to Terri Kellam:

Email: tkellam@sportingclubbellevue.com

Fax: 215-985-9158

The Sporting Club at The Bellevue
224 South Broad Street, 8th Floor
Philadelphia, PA 19102

The Sporting Club at the Bellevue is proud to be an Equal Opportunity Employer
M/F/D/V

Please be advised that The Sporting Club requires the successful completion of a background check as a condition of employment.