

Vacancies



BR Properties (Pty) Ltd invites suitably qualified candidates to apply for the following position:

Front Desk Officer (Tenable in Mahalapye)

6 Months Contract

Purpose of Role

We are looking for an Energetic front desk officer responsible for membership enquiries and carry out administrative duties. As the first point of contact for the gym, Front Desk Officer must be knowledgeable as the go-to person for member issues, customer service oriented, and overall pleasant person that members look forward to seeing when they return to the gym.

Principal Areas of Responsibility includes but are not limited to:

- Build a good rapport and relationship with all the gym members.
- Manage the door access control (entry and exit) system effectively and ensuring all club members sign in on entry and sign out on exit.
- Capturing of new members' biometric data into the system, maintain and update the membership database system regularly
- Scheduling inductions and actively promote and sell various gym memberships available
- Assist in the smooth day to day running of the gym and fitness facilities
- Enforce gym health and safety regulations, to include swimming pool checks,
- Address customer complaints and questions promptly and professionally
- Preparation of monthly and quarterly reports
- Perform filing, general administrative tasks and undertake any other duties as instructed by the gym administrator

Requirements

- Minimum Qualification: Degree in Administration or equivalent
- Basic administration and computer skills.
- A high level of personal presentation and communication skills.
- Good grasp of social media for promoting and advertising the gym activities
- Ability to prioritise effectively and enjoy multi-tasking
- Friendly, cheerful, passionate, positive and self-driven.
- Ability to work with discretion and confidence, respecting members privacy
- At least three (2) years' proven experience in an administrative or similar role
- Driver's license
- Preference will be given to Mahalapye residents

Interested candidates who meet the minimum requirements can submit their application, updated CV, at least two references and certified copies of their academic certificates to:

Human Resources & Administration Officer, BR Properties (Pty) Ltd, P. O. Box 21965, Bontleng, Gaborone, email: kramantsima@brprop.co.bw Or hand deliver to: **Plot 50361 Block C, Fairgrounds.**

Closing date: 18th August 2021.

Kindly note that only shortlisted candidates will be responded to.