

<b>CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER</b> <b>JOB ORDER FORM</b>
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224 N. Center Street, Westminster, MD 21157, [carrollworks.com](http://carrollworks.com)

**\*\*Employers: BERC can only provide services for positions that are regular W-2 positions**

**JOB TITLE:** Guest Services Coordinator

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**EMPLOYER'S NAME:** Weigh4Life

**EMPLOYER'S PRODUCT/SERVICE:** Personal Wellness

**ADDRESS:** 511 Jermor Lane Suite 202, Westminster, Maryland 21157

**PHONE:** (443) 324-8955 **FAX:**

**CONTACT PERSON:** Katie Redding

**TITLE:** Owner

**EMAIL:** [katie@weigh4life.net](mailto:katie@weigh4life.net)

**WEBSITE:** [www.weigh4life.net](http://www.weigh4life.net)

**JOB DESCRIPTION:** Weigh4Life has been helping our members get and stay healthy for nearly 10 years. We are searching for a new Guest Services Coordinator to join our team to help our members feel welcome, oversee the flow of the wellness clinic and to support the coach and director. The GSC will be responsible for managing the flow of the clinic, checking our clients in and out and assisting the coaches in the wellness clinic. This is unique position that include administrative duties as well as hands on services for clients (for the administration of Red-Light therapy). Must be comfortable working closely with clients.

Choose from two different schedules. this could be one single position or split between two team members:

Hours are T/TH: 11am-7pm and Sat: 9am-12pm (20 hours a week) OR

T/Th: 3pm-7pm and Every Other Saturday: 9-12 (10 hours a week)

Bonus compensation and referral program available

**JOB REQUIREMENTS:** Responsibilities

Provide upscale guest service experiences for clients while in clinic, greeting with a smile and professional practices

Monitor and return email/text/phone timely

Manage client and coach schedules through online system

Complete check-in and check-out procedures

Assist director with managing inventory and re-stocking shelves

Assist coaches with scheduling, contacting clients, scanning, copying and filing

Packing and shipping client pre-orders

Schedule and assist clients with Red-Light therapy services

## Skills

Professional, compassionate and mindset towards health and wellness

Great customer service skills

Proficient in basic computer skills, Word, Excel

Social Media experience is a plus

Great attitude and team player

Sales experience a plus but not required

**OTHER JOB REQUIREMENTS:** , , H.S. Diploma/GED, , , , , Light/No Lifting, , , Drug Test Required,

**WAGES PER HOUR:** \$12

**gNUMBER OF OPENINGS:** 1-2

**PERMANENT OR TEMPORARY EMPLOYMENT:** PERMANENT

**FULL TIME OR PART TIME:** PART TIME

**OVERTIME:** NO

**BENEFITS:** NO

**DAYS OF WORK:**

TUESDAY 11-7 THURSDAY 11-7 SATURDAY 8-12

**HOW TO APPLY:** Send Resume to katie@weigh4life.net

**WILLING TO TRAIN:** YES

**EXPERIENCE REQUIRED:** NO

**EXPERIENCE IN MONTHS:**

**MINIMUM AGE:** 18

**CLOSING DATE:** 04/03/2021

*Use Only*

Posting Date 03/24/21 Follow-Up Date \_\_\_\_\_ Pull Date \_\_\_\_\_ Entered in MWE \_\_\_\_\_ Staff \_\_\_\_\_