

## Front Desk Officer

TRAININGS  
RECRUITMENTS  
CONSULTANCY

**eppc**

**EPPC Albania** on behalf of **Activ Personal Training Tirana**, one of the most prestigious and serious Fitness Center in Albania, is currently recruiting a **Front Desk Officer**.

*In this role, you will be a key point of contact for the clients and play an essential role in providing an excellent experience for everyone who visits Activ studio.*

### Your role at Activ Personal Training Tirana:

- Greet members and guests upon arrival and assist them as necessary;
- Answer phone calls, respond to inquiries, and direct calls to appropriate staff;
- Provide information about gym classes, services, and policies;
- Addressing any concerns or inquiries from clients and guests during your shift;
- Assisting with basic tasks such as document storage, printing, etc.;
- Managing inventory and handling retail and appointment sales;
- Keep the front desk area clean, organized, and stocked with necessary supplies;
- Resolve member issues in a professional and timely manner;
- Assisting with light marketing tasks, such as photos or social media posts;
- Perform other administrative tasks as assigned by management.

### We are looking for:

- **Students or recent graduates;**
- A passion for fitness and an ability to work independently while being outgoing and personable;
- Previous customer service or front desk experience role is preferred, but training will be provided to selected candidates;
- Efficient in handling sales, cash and credit card transactions;
- Ability to handle multiple tasks and prioritize effectively;
- Strong communication and interpersonal skills;
- **Very good English;**
- Proficient in basic computer applications, such as MS Office.

### How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.