



LYCEUM
GLOBAL HOLDINGS



Come join with our team as a **RECEPTIONIST**

Zeus Gymnasium and Rehabilitation is looking for a proactive and customer-focused Receptionist to join our team. This role is perfect for someone who enjoys interacting with people and can handle administrative tasks efficiently while working in a dynamic gym and rehabilitation environment.

Key Responsibilities:

- Greet members and visitors, provide information, manage memberships, and maintain a tidy reception area.
- Handle member records, attendance logs, equipment maintenance schedules, and prepare reports.
- Manage daily transactions, maintain accurate records, and submit daily cash reconciliations.
- Address feedback and concerns, promote services, and assist with service-related issues.
- Assist in coordinating events, monitor gym supplies, and ensure safety protocol compliance.

Shift Basis: Must be available for shifts starting at 5:00 AM and ending by 10:00 PM, including weekends as per the roster.

Job Requirements:

- High school diploma (additional certifications in administration/customer service a plus).
- Proven experience in customer service, reception, or administrative roles.
- Basic knowledge of cash handling and financial record-keeping.
- Excellent communication and organizational skills.
- Proficiency in Microsoft Office and administrative tools.
- Attention to detail and accuracy in handling transactions and documentation.

Send your resume to : careers@nextgenhuman.capital or via WhatsApp at 076 172 5740.