



## Front Office Associate

All-Star Baseball Academy (ASBA) is currently accepting resumes for part-time Front Office Associates at all locations.

Founded in 1998, All-Star Baseball Academy is a well-respected, national leader in the baseball training field, with a focus on mentoring young players and emphasizing the benefits of hard work, commitment, and excellent training routines. ASBA offers both individual and team training at all of our locations for players 5 to 18 years of age.

ASBA has grown from a single location to five locations in Chester, Delaware and Bucks counties of PA, as well as Cherry Hill, NJ. As a result of our expansion and continued success, ASBA is seeking focused candidates who are driven to succeed in a team-oriented environment.

### Responsibilities:

- Schedule lessons, programs and practices.
- Collect and invoice payments.
- Answer phone and respond to email messages.
- Face to face sales.
- Greet customers and provide excellent service.
- Create team schedules, packets and additional material.
- Assist management with current front desk staff.
- Assist with overseeing instructor schedules.

### Minimum Requirements:

- Ability to work nights and/or weekends.
- Ability to work well with children.
- Must be reliable and punctual.
- Sales service background desirable.
- Strong multi-tasking skills.
- Ability to meet deadlines and reporting requirements.
- Must have excellent communication skills, and the ability to establish rapport with a wide variety of people.
- Must be confident, organized and enthusiastic about our programs and product.
- Must have basic computer and Internet skills.

### Education and/or Experience:

- High School graduate and three years of experience.

### Compensation:

- Part-time, hourly rate.

To apply, please email your resume and cover letter to [resume@allstarbaseballacademy.com](mailto:resume@allstarbaseballacademy.com)