

## Work it Job Description



**Position:** Wellbeing Manager

**Salary:** \$15/hour

**Status:** Part time

**Hours:** Varies. Work it is staffed M-F 6AM to 8PM and weekends as needed

**To Apply:**

[https://docs.google.com/forms/d/e/1FAIpQLSdDkX7I38Ab0gjlzXsinlOGiYZ\\_qUNFLKvtpfdiOvgxc2bDw/vi  
ewform?c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSdDkX7I38Ab0gjlzXsinlOGiYZ_qUNFLKvtpfdiOvgxc2bDw/viewform?c=0&w=1)

or

<http://co-workit.com/>

The application is in the footer. It has instructions in the form.

**Responsibilities:**

- Welcome guests as they enter and provide them with a sense of belonging and significance
- Ring up guests and/or help them check out or buy passes on their devices
- Provide outstanding phone customer service to prospective, new, and existing customers and callers
- Give tours and assist workers
- Foster relationships and community amongst workers
- Assist workers with conference room technology
- Prepare conference rooms for reservations
- Prepare coffee
- Communicate effectively with Work it team as we launch this first of its kind business
- Maintain radar for customer needs and work effectively to meet them
- Maintain radar for building grounds (snow on steps, litter, dog poop etc) and act accordingly
- Maintain radar for workspace (rings of coffee, need for vacuuming or running dishwasher, restroom attention etc) and act accordingly
- Solve unforeseen problems as they arise and reach out to team and leader as needed
- Ability to quickly prioritize multiple demands
- Thrives on going above and beyond

**Qualifications:**

- Highly reliable
- High emotional competence
- High eagerness to learn
- Excitement for peoples well being
- Excitement for launching new business
- Excitement for learning new technology

- Excellent judgement
- Excellent critical thinking
- Excellent phone skills
- Excellent interpersonal abilities
- Ability to use a complicated CRM (or learn quickly) and conference room technology
- CPR/First aid certified or willingness to obtain
- Notary license or willingness to obtain
- Proficient with MS office and commercial copy/printer/scanner
- Excitement for change and problem solving
- Enjoys all kinds of people

**Preferred Qualifications**

- Experience with dogs in a professional capacity
- Experience with personal training or other physical fitness background
- Experience in massage therapy or other human wellness focused field
- Focus on neurology, counseling, or coaching as an interest or area of study