

Elevate Wellness Center, LLC.

Wellness Technician Job Description – Part Time

I am looking for a diligent multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

To be successful as a Wellness Technician, one should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Techs must be comfortable with communicating with humans, using computers, conduct general office tasks, and excel at both verbal and written communication. Most importantly, Wellness Technicians should have a genuine desire to meet the needs of others.

Wellness Technician Responsibilities:

- Greet and assist visitors.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Answering phone calls, texts, emails, and scheduling appointments.
- Using computers to generate reports, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Handling office tasks, such as scanning documents, organizing files, generating reports, printing, and reordering supplies.
- Use compassionate, supportive, and active listening with our clients.
- Clean and sanitize work and therapy spaces (float tanks, saunas, etc) and equipment between clients.
- Check people out before and after services, including retail products.
- Launder and fold towels.
- Assist clients with therapies, as needed, when trained by nurse.

Wellness Technician Requirements:

- High School Diploma
- Be able to lift 25 pounds.
- Excellent computer skills, preferably typing. Willingness to learn and become proficient in MindBody software, Microsoft Word, Excel and Google Docs.
- Attention to detail and critical thinking.
- Desire to be proactive and create a positive experience for others.
- Have a strong desire or passion for wellness, nutrition, or sports medicine fields.