



Part-Time Front Desk Liaison – Join the EVO HQ Team!

Are you passionate about health and wellness and looking to join a vibrant, community-focused team? EVO HQ, a premier physical therapy & chiropractic clinic in the heart of Nashville, is searching for an outgoing and detail-oriented **Front Desk Admin** to be the face of our clinic and help ensure a welcoming, clean, and organized environment for our patients.

Position Details:

- **Hours:** 20-25 hours per week
- **Schedule:** Monday to Friday, with occasional weekend commitments for events
- **Location:** On-site at our HQ in downtown Nashville

What You'll Do:

- **Patient Experience:**
 - Create meaningful conversations and build connections with patients, ensuring every visit feels personal and welcoming.
 - Handle phone calls, schedule appointments, and manage patient inquiries with professionalism and care.
 - Be flexible with scheduling to assist in covering evaluations throughout the week, ensuring seamless operations.
- **Sales and Engagement:**
 - Confidently present and explain our services to patients, guiding them through booking additional sessions or packages.
 - Support the clinic's mission by being a knowledgeable and enthusiastic advocate for our offerings.
- **Office Maintenance:**
 - Take pride in maintaining a clean and organized space by mopping, wiping down surfaces, stocking supplies, and ensuring all areas are tidy.



- **Administrative Support**
 - Communicate effectively with patients and the team, both verbally and in writing.
 - Use strong computer skills to manage scheduling, emails, and other office tasks.
- **Social Media Assistance:**
 - Help with light social media tasks, such as taking photos, creating quick updates, or sharing behind-the-scenes moments.
- **Marketing Events:**
 - Occasionally represent EVO HQ at local competitions, health fairs, and community events, helping us share our mission and services.

Who You Are:

- An excellent communicator with a friendly and approachable demeanor.
- Organized and proactive, with a strong attention to detail and a knack for keeping things in order.
- Passionate about health, fitness, and wellness—maybe you're part of the fitness community yourself!
- Flexible and adaptable, ready to jump in where needed, including covering schedules and weekends for special events.
- Comfortable with light sales responsibilities and engaging patients in meaningful conversations about our services.
- Tech-savvy, with experience in scheduling software and a willingness to assist with social media efforts.

Why Join EVO HQ?

At EVO HQ, we pride ourselves on helping people achieve optimal health and performance in a fun, supportive environment. As part of our team, you'll be surrounded by motivated individuals who care deeply about their work and our community.

How to Apply:

Send your resume and a brief introduction about yourself and why you'd be a great addition to EVO HQ to frontdesk@evoperformancetherapy.com. We can't wait to meet you!