



Job Posting

Job Title: Receptionist

Job Category: Permanent, part time

Working Hours: Weekend, evening, day

Reports to: Operations Manager

Job Description

Under the Operations Manager's responsibility, the receptionist greets and provides services to customers in the best way possible. They will primarily handle payments and equipment rentals as well as provide information, answer the phone and take reservations.

Main Tasks

- Open and close the front desk according to the established procedure;
- Greet customers with a smile;
- Check membership validity;
- Ensure that participation agreements are properly filled out;
- Receive and process payments;
- Remain up-to-date with courses availability;
- Provide customers with information about the various products and services offered by Altitude Gym and advise them;
- Take reservations by phone and in person;
- Manage equipment rental according to established procedures;
- Perform the required cleaning tasks;
- Take note of customer comments;
- Perform any other task related to the position and/or requested by the immediate supervisor.

Qualifications and Skills Necessary

- Effective communication in French and English;
- Understanding of the importance of quality customer service;
- Enjoys working with the public;
- Demonstrates customer service skills;
- Ability to work under pressure;
- Team spirit and autonomy;
- Is enthusiastic and energetic.

To apply, send your resume and cover letter by email, indicating the job title and desired work location (Kanata or Gatineau) at emploi-job@altitudegym.ca.