

JOB OFFER

Altitude Gym Gatineau - Kanata

Receptionist, full time

Working Hours: Week, day

Immediate Supervisor: Operations Manager

Salary: To be discussed

Job description

The receptionist performs various administrative tasks related to the smooth operation of the climbing center's front desk. He or she is mainly responsible for the quality of the reception of clients who come in person, on the phone and by email, while assisting the Operations Manager in the execution of his daily tasks.

Main tasks

- Provide exemplary customer service by greeting visitors, answering their questions and directing them appropriately to the activity of their choice;
- Respond to telephone and email inquiries and forward phone calls and messages to the appropriate individuals;
- Manage group reservations, parties, classes and all other related requests;
- Ensure the cleanliness of the work environment;
- Provide administrative support to the Operations Manager, supervisors and senior management;
- Any other duties related to the position and/or as requested by the immediate supervisor.

Qualifications and Skills Necessary

- Provide quality customer service and enjoy working with the public;
- Communicate effectively in English and French, both verbally and in writing (French if working at Altitude Gym Gatineau);
- Autonomy, initiative and attention to detail;
- Work effectively under pressure;
- Demonstrate strong organizational and planning skills;
- Demonstrate flexibility and versatility in the performance of duties;
- Knowledge of Microsoft Office and Google Suite.

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.

