

## **MEMBERSHIP SERVICES ASSOCIATE (PART TIME)**

The Reh-Fit Centre currently has an opening for a part time Membership Services Associate. We are looking for an individual who exhibits the core values behind our mission (integrity, professional, evidence, caring, and innovation), who represents the vision of the Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

This position is responsible for acting as concierge for memberships, programs, and services, handling administrative processes associated with prospecting, sales, appointments, and member relations, conducting tours, collecting payments for services and merchandise, and providing general support.

As the ideal candidate, you will possess the following skills and attributes:

- Completion of Grade 12.
- Minimum of 2 years related work experience in a customer service capacity.
- Current CPR Certification – Basic Life Support (BLS) Provider. Certification must be kept current.
- Outgoing, friendly personality with a natural talent for customer service.
- Demonstrated proficiency in the use of computers, laser printers, photocopy machines, phones, fax machines, and voicemail.
- Experience with POS (Point of Sales) and cash reconciliation.
- Strong communication, interpersonal, and problem solving skills.
- A friendly phone manner is required.
- Ability to effectively market and promote memberships and services.
- Able to independently manage time and work flow.

The successful candidate will need to provide satisfactory proof that the candidate is fully vaccinated for COVID-19. If the candidate cannot obtain the vaccination for medical or other reasons protected under *The Human Rights Code*, the Centre will provide accommodation to the point of undue hardship.

Interested individuals who are available to work days, evening and weekend shifts are invited to submit their resumes.

**Joshua Stolar, Membership Services Supervisor**

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*Only those selected for an interview will be contacted.*

