

Full Time & Part Time Office Staff Available Immediately East York Gymnastics – Toronto, Ontario

About Us

In operation since 1949, EYGC is dedicated to teaching gymnastics at all levels of performance. All of our classes are held in our spectacular 33 000 square foot facility with well maintained, top notch equipment. Our staff of over 50 NCCP certified coaches all with various rich backgrounds in gymnastics and our enthusiastic office staff are committed to serving all clients and members including people with disabilities, with a professional and positive experience.

Your Role

As a member of the EYGC office staff, your role will be to provide a mix of administrative and organizational duties along with customer service enrollment assistance in person, on the phone and electronically. The EYGC office is a very dynamic environment; therefore you must be energetic, organized and approachable to everyone that comes your way.

Daily Tasks

Your daily tasks will include, but not limited to the following:

- Answering client inquiries by phone, email and in person
- Point of sale fee processing
- Processing class registrations via our club management software and managing waitlists for classes
- General office maintenance duties

Required Skills

- Fluent in reading, writing and oral communication skills in English
- Experience working in an office environment
- Gymnastic knowledge as asset
- Proficient with Microsoft Office
- Sport club management software an asset such as Jackrabbit, Amilia etc)
- Point of sale experience an asset
- Must be reliable, punctual and flexible
- Must be able to work independently, efficiently and accurately with clients and managing online registration
- Communication style that is professional, respectful, insightful and with the ability to read unique situations that may arise and address them appropriately.
- Full or part time available immediately

Compensation

- A competitive salary with upward potential based on experience, qualifications and performance
- A friendly and dynamic environment
- Full Training
- CPP and EI contributions
- Vacation pay
- Benefit package available after 3 month probationary period
- Part time or full time hours negotiable and flexible

If you would like to explore this opportunity, please send your resume, in confidence, to sandi@eastyorkgym.com

When sending your resume please quote; **Office Staff position.**

This position has also been posted on our website.

Accommodation is available. Should you require accommodation, please advise our Human Resources Department of your preferred method of contact.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.