

JOB POSTING

POSITION TITLE	Receptionist
REPORTS TO	Fitness Manager
COMMITMENT	6-Month Term Position; 40 hours/week
COMPENSATION PACKAGE	To commensurate with experience and education

ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit PISE.ca to learn more.

POSITION SUMMARY

Receptionist is responsible for staffing the welcome desk on the 2nd floor main entrance and assisting all staff and visitors with entry into the PISE building, in addition to a range of other administrative duties and direct customer service. Receptionist is required to fulfill the job duties efficiently and accurately without direct supervision.

KEY ROLES & RESPONSIBILITIES

- Friendly greeting and customer service for all visitors
- Pre-screen and register all staff/visitors in relation to Covid-19 protocol and maintain tracking
- Adhere to all worksafe requirements
- Provide direction and PISE building information to visitors upon arrival
- Administrative support for Leadership
- Handling phone-in and in-person inquiries
- Awareness of and assist with facility bookings
- Light cleaning and organization

KNOWLEDGE, SKILLS & ABILITIES

- Post-secondary education an asset
- Strong customer service and administration background
- Working knowledge of Microsoft Office, experience using Outlook and other basic computer skills
- Ability to prioritize, stay organized and multi-task in a busy environment
- Strong work ethic: reliable, team player, positive attitude, independent, enthusiastic and outgoing
- Previous experience as a receptionist or customer service representative an asset
- Healthy lifestyle & an interest in health and wellness
- **Must be available to work Mon-Fri 8:00am to 4:30pm**
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start of position



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TO APPLY

Please submit a resume and a cover letter by Friday, July 10, 2020 to careers@pise.ca . We appreciate your interest; however, only shortlisted applicants will be contacted.

Brianna Coburn
HR and Administrative Coordinator
careers@pise.ca

Thank you for your interest in PISE.

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*