



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 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 all 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 inquires
- Awareness of facility bookings and assisting with facility tours
- Credit Card transactions for rentals and daily reconciliations
- First Aid Attendant to all building first aid emergencies
- Checking ID, membership and waiver information
- Training of front desk new staff and mentoring current staff with processes and procedures
- Light cleaning and organization

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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

TO APPLY

Please submit a resume and a cover letter by **Midnight Thursday, November 12, 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.*