



FRONT DESK RECEPTIONIST – PART-TIME

The Arbutus Club has been a Vancouver landmark since 1964. Today, we are a modern recreation complex with first class food and beverage services. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs. Our motto is 'Putting Families First' and we value a happy and safe work environment.

Duties & Responsibilities

The position's hours of work will vary depending upon operational needs, including evenings and weekends. The duties will include the following:

- Greet Members and Guests with a friendly acknowledgement and smile
- Answering general inquiries regarding the Club's programs and services
- Make booking requests for Members, either by telephone or in-person, and be ready to go the extra mile
- Perform a wide variety of Concierge duties to accommodate Members' needs
- Other duties and tasks as assigned by Management

Requirements & Qualifications

- Outgoing, energetic, and enthusiastic personality
- Strong interpersonal and communication skills
- Detail-oriented with the ability to multi-task and work under pressure
- Must be able to stand for a long period of time
- Effective team player in this important front-line team

Join the Club

- Corporate discounts to elite gyms in the Lower Mainland
- Work with a fun, diversified team of individuals who are passionate about customer service
- Opportunities to grow and move within the company
- Be part of Canada's leading private family Club!

Applicants may submit a Resume with a Cover Letter, in Word or PDF format by **August 30, 2019** to: hr@arbutusclub.com.

We thank all applicants for their interest in The Club; however, only those selected for further consideration will be contacted. No phone calls please. Visit our website at www.arbutusclub.com.

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