



RETAIL SHOP ASSISTANT – PART-TIME

Are you passionate about Sports and customer service? We are looking for an enthusiastic, part-time Retail Shoppe Assistant for our Pro Shop to provide an excellent customer experience to our members. The Shoppe at Arbutus carries brands such as LuluLemon, Sax, Adidas, Asics, and more! This is a part-time position and the hours will vary based on the operational needs of the Club. Must have reliable transportation be able to work a flexible schedule which includes some evenings and weekends.

The Arbutus Club has been a landmark in Vancouver 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.'

Duties & Responsibilities

- Greeting Members with the highest level of customer service and building relationships with Members and staff
- Implementing attractive product displays and regularly updating them to maintain a fresh look for the Shoppe
- Communicating with other Staff and Management (i.e. low inventory, special orders, member feedback or inquiries)
- Understanding and maintaining the knowledge of current products and services, as well as industry trends
- Stringing tennis racquets and assist Members and Guests with their purchases using the POS system
- Assisting with inventory count and organizing storage spaces
- Additional tasks and projects as requested by Management

Requirements & Qualifications

- Outgoing and customer-centric personality, able to build strong relationships with Members
- Excellent communication and problem-solving skills
- Able to work independently as well as part of a team
- Able to work under pressure with strong organizational and multi-tasking skills
- Previous retail or customer service experience is required
- Previous experience in the private Club industry considered an asset
- Sports or Tennis background an asset!

Join the Club

- Competitive hourly rate based on experience plus staff discount on brands such as LuluLemon, Saxx, Adidas, Asics and more!
- Free on-site complimentary staff parking
- Incredible work environment with a fun and diverse team
- Opportunities to grow and move within the Club
- Great Retail Hours – Mon-Fri 8am-8pm; Weekends 8am-6pm.
- Staff discount on meals at The Bistro and corporate discount on local gym memberships
- Be part of Canada's leading private family Clubs!

Applicants may submit a Resume with a Cover Letter, in Word or PDF format, referring to "[Retail Shop Assistant](#)", 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.