



## RECEPTIONISTS – PART-TIME

We are hiring **Front Desk Receptionists** for our Club Reception!

The Arbutus Club has been one of Vancouver's 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.

### About the Position

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

- Greet Members and Guests with a friendly attitude and smile
- Perform a wide variety of concierge duties to accommodate Members' needs

### 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

- Starting rate of \$14.39 per hour as part of the Bargaining Unit
- Corporate gym membership discount
- Be part of one of Canada's leading private family Club
- Work with a diversified team of individuals who are passionate about customer service
- Opportunities to grow and move within the company

Applicants may submit a Resume with a Cover Letter, in Word or PDF format to: [hr@arbutusclub.com](mailto: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](http://www.arbutusclub.com).