

Centennial Pool Association Administrative Assistant

Job Posting

Centennial Pool Association is inviting applicants for the Administrative Assistance position. Reporting directly to the Administrative Coordinator the Front Desk Staff is responsible for the overall efficiency of the Front Desk during the afternoons and evenings.

The Front Desk Staff works closely with the Aquatic Director and guard staff at Centennial Pool.

Duties and Responsibilities

- First point of contact for all clients
- Using the P.O.S system to process Drop In swims, Daily Parking payments and Membership Purchases as necessary. Processing Refunds as necessary.
- Balancing cash and maintaining cash floats
- Client e-mail correspondence, filing, faxing, and using a multi-line phone system
- Maintaining the organization and accuracy of Front Desk documents and files
- Preparing the Schedule Flyer on a monthly basis.
- Processing of Monthly Parking payments, contacting individuals on the Monthly Parking Waitlist and maintaining the Active Monthly Parkers List, as well as contacting Monthly Parkers when they need to sign new contracts and update payment information.
- Reviewing and updating the Centennial Pool website and ensuring that all information listed is accurate.
- Reviewing and updating the Centennial FB and Twitter as and when needed.
- Inventory audit.
- Processing the Special Events cash floats when necessary.
- Prepare weekly updates and email to patrons.
- Prepare monthly brochures for front desk.
- Other duties tasked by GM or Administrative Coordinator

Qualifications

Education & Experience

- Business administration certification, diploma or degree (relevant experience may be considered) and 2 years of customer service and/or office administration
- Experience working in the aquatics and/or fitness and recreation field

Technical/Job Specific Knowledge

- Working Knowledge of Microsoft and its related software
- Excellent Oral and Written Skills
- Cash handling/POS
- Standard First Aid and CPR
- WHMIS

Competencies

Ability to work independently, detail oriented, relationship building, communication, teamwork and cooperation, adaptable to change, multi-tasking, customer service, organized, willingness to learn

Work Status: Full Time, permanent

Hours Of Work: Monday – Friday evening – varies from 2:15/3pm – 9pm (some evenings and weekends required)

Closing Date: 9th August, 2019

To apply please send resume to shahina.quinton@centennialpool.ca