



## **Front Desk Assistant**

We are looking for a positive and energetic person who is able to work independently, can think on her/his feet and solve problems as they arise, be able to stay calm under pressure, and gets along with a variety of people.

Duties include, but not limited to:

- providing information to members and the general public
- processing online, phone and in-person class/camp registrations using the registration system
- receiving and processing payments at the front desk
- processing batch transaction and doing cash reconciliation

Hours: 25+ hours per week. Must be able to work weekends.

Hourly rate: \$16.50+, commensurate with education and experience

Start date: immediately

Please email your resume and cover letter to [evelyna@phoenixgymnastics.com](mailto:evelyna@phoenixgymnastics.com)

To learn more about Vancouver Phoenix Gymnastics, visit us at <http://www.phoenixgymnastics.com/>

We thank everyone for their interest. Only those selected for an interview will be contacted.