



## **MASSAGE ADDICT CALGARY SAGE HILL CROSSING**

**URGENTLY HIRING:** Part-Time Guest Service Administrator

### **POSITION SUMMARY**

We are a busy multi-disciplinary clinic in Northwest Calgary offering Massage Therapy, Chiropractic Care, Acupuncture and Reflexology. We are looking for a Part-time Guest Service Administrator to work evenings and weekends. The ideal candidate has exceptional interpersonal, communication and administrative skills, along with a great personality, and a can-do attitude. This is a great opportunity for a student to gain experience and knowledge regarding the operations of a multi-disciplinary clinic!

### **HOURS OF OPERATION:**

Monday – Friday 9am – 9pm

Saturday – Sunday 9am - 5pm

### **RESPONSIBILITIES**

- Provide outstanding client service; answering telephone calls and booking appointments
- Welcome clients by greeting and orienting them to the Clinic upon arrival
- Maintain a working knowledge of all Massage Addict services and products; introduce and promote services and products to clients.
- Provide administrative support to the Clinic
- Maintain a safe and clean reception area by complying with clinic operating procedures; cleanliness of the clinic guest-facing areas, including the reception area and treatment rooms.

### **REQUIREMENTS & QUALIFICATIONS**

- 1-2 years of experience preferred within a service-oriented environment, providing a high level of client service/satisfaction, preferably with a focus on administration
- Superior verbal communication and telephone skills
- Professional, good energy, calm, patient and friendly with great people skills
- Excellent organization and multitasking skills and the ability to work in a fast-paced environment
- Strong team player with the ability to also work independently
- Self starter with strong initiative
- Proficient in Microsoft Office applications; spreadsheet, word processing and calendar management

### **WHAT WE OFFER**

- Professional, fun environment with a passionate team of colleagues
- Hourly wage plus commission

Please submit your application, including resume, to Allyson Link, Owner, Massage Addict Calgary Sage Hill Crossing at [alink@massageaddict.ca](mailto:alink@massageaddict.ca).