

WorkBC Employment Services – Job Posting

FRONT DESKS (2)

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Peak Performance Physiotherapy & Massage
City of the Job	Whistler
Address of the Job	11-4154 Village Green, Whistler
Job Type	;#Part Time;#
Availability Requirements	
Level / Salary Range	\$14.50
Years of Experience	
Position Area	
Date Job Posted	1/23/2019 12:00:00 AM
Application Deadline	2/23/2019 12:00:00 AM
Contact Name	Erica
Contact Phone Number	
Contact Email	peakp@telus.net
How to Apply	Please bring resume in person or email to peakp@telus.net
Job Description	<p>We are a busy Physio and Massage therapy business located on the village stroll level, within the Crystal Lodge, next to Rocks & Gems store. Our clientele consists of many local community members and visitors to Whistler. Please see our website - peakperformancephysio.com</p> <p>Duties: This is a Front Desk position which has a variety of tasks. <i>Front office:</i> Reception, answering calls, booking appointments, taking payments, filing, preparing files with proper documentation. processing emails & greeting clients in a friendly cheerful manner:) <i>Back office:</i> Cleaning beds, organizing the rooms for the next client, Laundry, general cleaning.</p>
Accessibility	;#Accessible by Public Transit;#
Desired Qualifications and Experience	<p>Skills/Qualifications: previous office experience is an asset. Good organizational skills. Friendly and outgoing personality Multi tasking skills</p> <p>Additional Information: We will be seeking a second person for the position starting Mid February.</p>