



Terrace Peaks is Hiring an Office Assistant!

Terrace Peaks Gymnastics Club is seeking a part-time Office Assistant to help out with Member Services. This is a great job for a parent or student looking for some extra work during the evenings. Training will be provided.

Duties include:

- Answering members inquiries by telephone, email, and in person
- Providing program availability information
- Processing registrations
- Processing credit & debit card transactions and handling cash & cheques
- Other tasks as required

Requirements:

- Ability to multi-task
- Basic computer and internet knowledge
- Office and customer service experience an asset
- Available to work Wednesdays and Fridays, 6:45pm-9:00pm, additional hours may be required
- Patience and a sense of humour
- Valid Police Record check

Please forward your resume and letter of interest to manager@terracepeaks.ca.

Only applicants selected for an interview will be contacted.

For more information about Terrace Peaks Gymnastics Club, please visit our website at www.terracepeaks.ca or on our Facebook page at www.facebook.com/terracepeaks.



Phone (250) 638-0447 | Fax (250) 638-0405 | manager@terracepeaks.ca | www.terracepeaks.ca