



Client Service Coordinator

(Part-time – permanent - weekends)

WHO...

We are looking for people who are able to start working immediately and advance their skills in Customer Service.

ABOUT US...

We are proud to be one of the leaders in our industry and an established company in Scarborough. We are now recruiting Client Service Coordinator to help with our growing demands. Our culture of achievement is grounded in hard work, professionalism, enthusiasm and teamwork.

WE ARE OFFERING...

The position is part time with the ability to go full time based on performance – permanent in nature starting with the requirement to work weekends. We offer a flexible, comfortable work environment, competitive compensation, great perks and REAL opportunities for advancement in a positive and encouraging environment.

KEY ACCOUNTABILITIES...

- Welcome and guide participants to their appropriate areas in the facility
- Manage change-over between clients on the playing surfaces
- Quickly answer general phone / e-mail inquiries in a timely and professional manner
- Provide excellent customer service and build positive relationships with all customers
- Accurately update database with customer information and manage all additional Excel tracking sheets

- Work with Sales Team in growing sales on key opportunities
- Process payments and review any necessary payment schedules with clients
- Drive special projects as delegated by management team
- Light Cleaning duties

WHAT WE'RE LOOKING FOR...

- Very Reliable, trustworthy, & honest person
- Weekend's to start - flexibility will be the key – including working off hours
- Sport's minded – never give up attitude
- Minimum High School Diploma
- Suitable written and verbal communication and competent listener
- Superior customer skills including having the ability to provide resolution demanding clients
- Strong administration skills with accurately updating and maintaining information
- Capable of taking initiative and work independently when required
- Have strong attention to detail
- Effective organizational skills, ability to manage time and prioritize tasks appropriately
- Successfully handle confidential information and use appropriate discretion
- Proficient with Microsoft Word, Excel and Outlook

Job Type: Part-time

Salary: \$14.00 /hour