



Now Accepting Applications Customer Service Assistant

Delta Gymnastics is looking to hire an enthusiastic and extremely organized customer-service driven person during peak hours to be responsible for customer inquiries and reception.

This part time position includes:

- effectively managing inquiries and registration services
- handling and resolving comments and complaints
- following communication guidelines
- following DGS policies and procedures
- administrative, event, program, and marketing support as needed

If you thrive on an active and busy environment, enjoy working with children and families, and have strong admin skills... this is a position for you!

Requirements:

- 2-3 years experience preferably in customer service, event planning, business development, and/or marketing & sales
- Extremely well-organized, can set timelines and achieve goals with little supervision
- Proven customer service skills including the ability to adapt/respond to different types of characters
- Strong writing skills; strong initiative; strong phone contact handling skills
- Strong computer skills with Microsoft Office (Word and Excel)
- Experience working with online databases
- Dependable, reliable, committed, and professional

Assets:

- Previous experience at a recreation type facility
- Relevant experience/education in human resources

Schedule

- To be determined, will be a mix of weekdays & weekends for 22 weeks (until Feb 2022)

Wages:

- To be determined

To apply:

Please send COVER LETTER and RESUME to Sharon Gillespie at info@deltagymnastics.com

Deadline to Apply: May 7, 2021

Delta Gymnastics will only contact those candidates that meet the needs of the position for an interview.