

Facility & Client Services Manager

RobFit Centre de Kinésiologie, Inc. is seeking a qualified individual to manage the day-to-day operations of its facility and support client management and retention. The individual will complement our growing team of kinesiologists, Certified Athletic Therapists and coaches and will help support the further growth and expansion of our fitness operation. Our future team member must be goal oriented, self driven and efficient.

Job Specifics

- Employment: Permanent, part-time
- Hours: 20 hours/week, flexible hours
- Salary: To be determined
- Primary Workplace: RobFit KinCentre, 444 rue de Saint-Jovite, Mont-Tremblant

Job description

- **Client Retention:** Client communications and management
- **Administration:** Lead facility and client operations, follow through on billing.
- **Communications:** Monitor and assist in online presence including capture of on-site content, assist in creation and development of social media, web and online presence
- **Facility management:** ensure seamless operation, maintain clean and organized facility and oversee outsourced contractors (cleaning, laundry, snow removal, etc.)
- **Projects:** Assist in development and oversight of various projects

Skills and abilities

- Strong mastery of French and English, written and spoken
- Strong communication skills
- Computer efficient: Word, Excel, Outlook, Mindbody, HexFit, Medexa, etc.
- Client service orientation
- Adept at social media
- Independent thinker, autonomous
- Independent decision-making skills
- Self-driven
- Open to growth

Benefits

- Annual RobFit membership, \$2,500 value
- Paid vacation, sick days and holidays
- Flexible hours
- Unemployment insurance
- Possibility of limited telework
- On-site parking
- Casual dress code
- Be part of an active community and work in a stimulating environment

