



Interested in working at Burnaby Tennis Club?

Position Available:

Front Desk (part-time) starting January 2022

The Burnaby Tennis Club (BTC) is a year-round tennis club that operates for 7 months indoors (September to May) under an inflated bubble and 5 months outdoors. The BTC is a non-profit society comprised mostly of members but is also accessible to the public. The club offers coaching services, various member group activities, and plays host to tournaments, namely the Burnaby Open Tennis Tournament in June.

The Burnaby Tennis Club is seeking a part time Front Desk associate for our busy indoor season. Shifts are Mondays, Tuesdays, Thursdays 3:30pm to 11:30pm. You will be responsible for providing members and guests with a high level of customer service in person and on the phone.

Responsibilities include (but not limited to):

- greeting members and guests
- answering phone calls and emails
- processing POS transactions and balancing cash sheets at end of shift
- updating member database, booking courts for members and providing online support
- opening/closing procedures for bubble (indoor tennis courts)
- minor maintenance and tidy clubhouse/kitchen/change rooms
- general administrative duties

Candidates must possess outgoing and friendly personality with excellent customer service and communication skills. Must be able to work independently and be able to interpret and implement company policies. Must be proficient in Excel, Word, and general computer skills.

Required education: High School or equivalent- suitable for University students or someone with a flexible schedule

Salary: \$15.20/hour

Please send your resume and a cover letter to clubmanager@burnabytennis.ca