Join Our Team!

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Membership and Sales Representative, Front Desk
Part Time

Downtown Community Hub, 301 Vaughan Street

Are you passionate about delivering an exceptional customer service experience? Do you want to join a dynamic environment? At the Y, we strive to serve all members of the community. Our members' growth in mind, body and spirit is at the heart of our membership, programs and services.

Why work at the Y?

- Great people and a great work environment!
- Complimentary Y individual membership
- 5% employer-matching pension plan
- Many opportunities for growth and advancement
- Super rewarding job, helping members have a remarkable experience

Are you the right fit?

- Maintain a focus on relationship building and member involvement
- Conduct both in-bound and out-bound calls
- Deliver a variety of activities including member tours, orientations and member onboarding
- Provide courteous and efficient front desk customer service
- Perform financial responsibilities such as cash handling
- Accurately process membership data information such as registration and payments
- Able to work a variety of shifts including days, evenings, weekends and holidays as needed at various locations throughout Winnipeg

What else do you need?

- 6-12 months' experience in a customer service or sales role
- Emergency First Aid (can provide in house)
- Excellent customer service, communication, problem solving and interpersonal skills
- Strong computer skills, accurate data entry skills and great attention to detail
- Fully immunized against COVID-19 or valid exemption
- Clear Police Record Check with Vulnerable Sector Search and Child Abuse Registry Check

Submit your cover letter and resume by March 24, 2023 to:

Carol Frost,
Membership and Sales Coordinator
carol.frost@ymanitoba.ca

The Y is committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting.

The Y is entrusted to provide a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.

If hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully immunized against COVID-19 or have a valid exemption.

We thank you for your interest; however, only applicants selected for an interview will be contacted.

If you want to work with great people and make a difference, then the Y is the place for you!