

SPORT+SPINAL

Part-Time Administrator



Sport+Spinal Physical Therapy located in the heart of Yaletown in downtown Vancouver, is seeking a part-time clinic administrator.

The clinic administrative team is responsible for keeping all parts of the clinic efficient, clean, and looking its best, while handling a high volume of phone calls, emails, and assisting the practitioners with the steady flow of appointments.

The role involves administrative duties while providing outstanding customer service to valued patients.

What we are looking for:

- Outstanding customer service qualifications, cash handling experience, high attention to detail and organizational skills.
- A mature and reliable individual
- Experience in a medical clinic, spa, hospitality role, or gym setting; with an interest in health, wellness, and/or meditation.
- Computer skills with knowledge of online booking software (Jane, Mindbody etc.).
- Ability to operate a company social media platform

You must have the availability to work weekday evenings and early mornings.

How to apply:

Email a PDF Version of your Cover Letter -AND- Resume stating your days/hours of availability with "PT Admin Position" in the subject line to: manager@sportandspinal.com

Please take the time to review our website: www.sportandspinal.com and read our reviews on yelp/google.