



## **Fitness Facility Manager- Vancouver**

Curtis Personalized Health Management is currently looking for a Fitness Facility Manager to join our team for our corporate client's fitness facilities located in Vancouver. We believe in building a community through employee participation in a healthy corporate culture.

Being a part of the Curtis Health team means being a part of a supportive and motivated team of fitness minded individuals that share a passion for delivering excellence. Our team values the contributions of each team member and promotes fun and creativity in our workplaces while encouraging members to meet new challenges.

### **Job Requirements:**

Min Current weight training certification (BCRPA, canfitpro, ACE or equivalent)  
Current First Aid and CPR

### **Asset:**

Current group fitness certification

### **Key Duties:**

- Answering fitness and health questions members have
- Walk through of gym floor to check for hazards
- Manage resources for clients
- Data entry/processing of new members, renewals and re-activations
- Stats, small purchases when approved, changing door signs & VM
- Timely communication emails
- Process Payroll for the site
- Assist with quarterly planning
- Special event planning and implementation
- All equipment is wiped and thoroughly cleaned regularly
- Stay on top of repairs in a timely fashion and make sure all is being reported for maintenance

### **Experience and Abilities:**

- Proficiency in Microsoft Office (Word, Excel, Powerpoint) Volo
- Punctual
- Detail oriented
- Multitask while delivering a high level of customer service
- Demonstrates clear and concise communication skills- written and oral
- Familiar with Google Drive, Docs and Gmail

- Excellent communication and public relations skills
- A team player. Highly collaborative and collegial
- Stamina, energy, and willingness to commit to quality proactive results
- Ability to work with minimal supervision and be self-motivated
- A personal commitment to service, ability to provide friendly, helpful, knowledgeable, and timely assistance

**Hours:** Monday to Thursdays 10:00am- 5:00pm and Fridays 7:00am-2:00pm (35 hours)

**Rate:** \$19/hr

**Start Date:** ASAP

Please submit all applications with a resume to [career@curtishealth.com](mailto:career@curtishealth.com). Thank you.

