

Client Services Coordinator

About the Position

The Vancouver Circus School's Client Services Coordinator is the first contact that students, parents, and perspective students have with our school. We pride ourselves on ensuring that the values of the school are not only communicated but felt by our students and potential students. Ensuring nothing short of the utmost attention and dedication to our students and client's needs.

Your main objective is supporting the recruitment of students through social media and direct sales. Additionally assisting with administration, communication, marketing strategies, and assisting staff and students.

Duties and Responsibilities

- Display excellent customer service skills
- Create customer experiences that provide an informative and welcoming feeling
- General correspondence with students via email and phone and Instagram
- Assisting with class registration, cancellation, and mergers
- Co-create social media content and Instagram posts
- Monitor/respond phone and emails and delegate to responsible parties
- Monitor children as required
- Ensure office is tidy
- General administrative duties and provide weekly activity reports
- Administer first aid as required
- Communicate updates as required
- Update the community with new classes, events, and workshops
- Develop and maintain good working relationships with all parents, students, clients, and staff
- Social media posting as per marketing plan

Qualifications

- Office Administration experience / proficiency with Microsoft Office / First Aid Certification / Criminal Record Check / Positive Communication Skills

Hours

- Monday to Friday 12:00 – 4:00pm plus 4 hours of flexible time.

Pay

- 24hrs a week @16.50

Benefits

- Free circus classes, access to strength centre

Please send resume to travis@vancouvercircusschool.ca