

FIND YOUR FUTURE!

Arcadian Massage is a professional massage clinic located at West 85th, the heart of Wentworth, West Spring, Cougar Ridge and Aspen community. Arcadian Massage intends to be a distinctive 'one of a kind' venture in its combination of Professional Massage Service and MPS Scar Release Therapy combined with Childminding.

We are looking for Client Experience Administrator with exceptional interpersonal, communication and administrative skills. We provide short term child-care while clients get their massage, so childminding experience is necessary.

We offer:

- We provide PPE kit to our people.
- Premium hourly rates.
- Discounted self-care treatments.
- Family & Friendly environment to work.

Qualifications:

We don't expect people to come to us with lots qualifications under their belt. Instead we are looking for people who are proactive, hold caregiving nature and focused to help us deliver unmatched client experience on daily basis.

Responsibilities:

- Welcoming clients by greeting and orienting them to The Clinic upon arrival.
- Making/returning phone calls, booking appointments, managing client flow, etc.
- Knowledge of social media - Facebook, Instagram and Google is highly recommended.
- Maintain a working knowledge of all our professional services.
- Holds the confidence for supervising kids from newborn to 8 years old.
- Provide administrative support to the Clinic; forms and documentation for new and existing clients.
- Maintain a safe and clean reception area by complying with clinic operating procedures; cleanliness of the clinic guest-facing areas, including the reception area and treatment rooms including folding laundry.

COVID-19 considerations: We have our policies and protocols in place to make our environment safe for our clients and the team.

If you have any questions, please reach out at connect@arcadianmassage.ca or call at 403.312.2800