



## Jericho Tennis Club

### **Job Posting - Rules and Regulations / Security / Concierge Representative**

Our Club requires the services of an experienced and mature individual to provide active rules and regulation and customer service guidance in a dynamic multipurpose athletic and food and beverage environment. The chosen candidate will be able to demonstrate prior success as a problem solver in a customer service environment. Exceptional PR skills and an ability to engage people in a positive and effective manner are critical. The individual must be well groomed and have an excellent command of spoken and written English. This position will ideally suit someone who is impeccably diplomatic, firm yet fair and has a proven history of providing security and client guidance type services in a high end environment. Previous experience in a 4 or 5 star property with excellent references is an asset. If you consider yourself to be a people person, enjoy creating positive outcomes from difficult situations and like being viewed as a problem solver, this may be the position for you.

**The preferred candidate will have:**

*Valid Occupational First Aid 1 or 2*

*Training in Conflict Resolution*

*Customer Service Training*

*Proficient with Microsoft Word and DVR software*

The position will report to the Club's General Manager.

The position can be full time. The selected candidate must be flexible to work varied shifts, with evening and weekend shifts required.

If you meet these requirements and are interested in working in an active and dynamic environment, we would like to hear from you by submitting a cover letter and resume.

We welcome all applicants but only those selected for an interview will be contacted.

The organization provides a competitive wage and benefit package for the selected applicant.

**Please send your resume and cover letter in confidence to our General Manager,  
Mark Dunn at [mdunn@jericho.ca](mailto:mdunn@jericho.ca)**