



Customer Service, Registration and Administration

Skydive Toronto Inc has the following job opportunity available (subject to government funding approval) to all young people aged 15 to 30. The duration of the position is from May to September 2021, with the potential to extend into the fall months.

“Canada Summer Jobs” is a government sponsored employment program. Skydive Toronto welcomes applications from qualified priority applicants (i.e. students who are members of a visible minority, aboriginal students, newcomers to Canada or students with disabilities).

Term of Employment:

All positions are seasonal and run from May to October annually
Full time position operating 6 days per week
Part time position operating weekends and holidays

Description:

Skydiving Activities

Register skydiving students. Front line customer service. Sales of gift certificates and merchandise.

Tandem video host, ushering customers into their tandem skydiving training.

Reviewing registration waivers and taking payments from customers.

Gearing and de-gearing students before and after their jump.

Answering customer emails, phone calls, taking reservations.

Enhancing customers experience onsite.

General MS office and typing skills. Full training on industry specific software will be provided.

Full training on skydiving information will be provided as needed.

Retrieving parachutes from the landing area.

General Site Cleaning

Daily maintenance of the facility including cleaning washrooms, dusting work areas, sweeping and mopping floors, picking up garbage, etc.

Assisting Management

Assisting management with various projects.

Assisting the promotions coordinator with various projects.

Other Duties and Requirements

As may be required.

Must be available to work weekends.

Job Requirements:

Legal to work in Canada.

Must be available to work weekends.

Fluent in English. Additional languages a benefit.

Team player, reliable and focused on customer satisfaction
Be a self-starter, take initiative, assess priorities and multitask
Strong computer skills with experience using office computer applications
Possess and appropriate amount of energy to get things done
Goal orientated, focused, empathy towards customer, great at teamwork, optimistic
Work well in a high energy, fast paced environment

Work Site Environment:

Cookstown Aerodrome, Cookstown, Ontario
Airfield in a rural location.
Public transportation is not available

Remuneration:

\$14,25 per hour + commission

Applications:

Email to: joinourteam@skydivetoronto.com
Subject Line: Customer Service Representative

Website:

<http://www.skydivetoronto.com>

While we appreciate all applications, only those having the required ratings and qualifications and selected for an interview will be contacted.

