



Toronto Yoga Co. is looking for a friendly, highly motivated, and organized Front Desk employee to join our team!

JOB DESCRIPTION:

FULL TIME FRONT DESK EMPLOYEE:

- Full-time front desk employee
- 35-40 hours a week
- Up to 40k annually + paid vacation time

PART TIME FRONT DESK EMPLOYEE:

- Part-time front desk employee
- 3 shifts per week including morning, evening and weekends
- Starting rate \$15 hourly

RESPONSIBILITIES:

- Create a positive introduction for each guest that walks into the studio.
- Promote and sell memberships and class packages.
- Register and check students into class and assist with account inquiries.
- Answering phone and in-person inquiries with up-to-date and correct information regarding Toronto Yoga Co.'s classes, policies, and general FAQ's.
- Sell and organize retail, including inventory checks.
- Clean and maintain the studio (includes bathrooms, front entrance, 1 outdoor & 2 indoor studio rooms, and tea bar).
- Assist teachers with set up of studio rooms (music, props, lights, etc.)

YOU'D BE GREAT FOR THE ROLE IF YOU ARE:

- Welcoming and enjoy working with people.
- Organized, accurate, and detail oriented.
- Solution focused with the intention to take care of guests' needs.
- Strong in sales and customer service.
- Outgoing, positive and self-driven.
- Passionate about movement, health and wellness.
- Highly professional and a strong communicator.

WHO WE ARE:

Toronto Yoga Co. opened November 23, 2018 on the Danforth in East Toronto. It is our conscious intention to provide a safe and inclusive space that offers the highest quality yoga and movement instruction from experienced and well-trained teachers. We have 3 studio spaces, 1 outdoor private deck, 1 main floor Pilates studio, and 1 upstairs Yoga and Barre studio. We aim to create an environment that is conducive to growth, connection and community for a joyous life, both on and off the mat. We are a small studio with big dreams and treat our team of staff and students as family.