Heritage
Community Fitness
Integrative Health Specialists

November 2026

Positions: Support Staff (Front Desk)

Heritage Community Fitness is a welcoming integrative health facility in Carleton Place.

We're seeking a part-time front desk associate to work various weekday evening and weekend daytime shifts. The position requires a commitment of 10 to 15 hours over two days a week. This is a long-term position where you'll play a vital role in creating a welcoming environment and contributing to the smooth operation of our facility.

About the Role

Our front desk team works in a high-visibility, bustling environment. Working with clients of our fitness centre and Collaborative Care Centre, the successful candidates will provide professional customer service that upholds the high standards for which we are known.

We're a team that believes in working hard and having fun. If you're looking for a professional yet lively environment where your contributions are valued, you'll fit right in.

Responsibilities

- Be the first point of contact for visitors and colleagues.
- Deliver exceptional customer service and ensure a positive experience for visitors and colleagues.
- Provide information about the services offered at our facility.
- Book appointments.
- Process payments.
- Manage objections in a professional manner.
- Act as a liaison between visitors and staff.
- Stay current with facility policies.

Requirements

- Mature and responsible person who maintains composure.
- Well-developed communication and interpersonal skills.
- Comfortable working independently.
- Capable of multi-tasking.
- Adept at resolving issues as they arise.
- Strong time management and organizational skills.

What We Offer

- Compensation starting at $19.10/hour,
- A professional and positive work environment, and
- Two complimentary fitness centre memberships.

How to Apply

The deadline for applications is noon on Monday, November 30. Interested candidates can upload their resume and complete a brief questionnaire. Please note that only applicants with a complete questionnaire will be considered.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.