



# WE'RE HIRING

## JOB POSITION:

# SKATING SCHOOL OFFICE MANAGER

- Be the friendly face of the skating school
- Handle all scheduling and communications
- Manage registrations and customer accounts
- Keep things running smoothly behind the scenes
- Coordinate with coaches, parents, and skaters

## LOOKING FOR SOMEONE WHO IS:

- Exceptionally organized
- A great communicator and a people person
- Comfortable with basic computer skills
- Able to multitask in a busy environment
- Passionate about providing excellent customer service

SEND RESUME TO  
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