



# Our Job Board

Join the Team!  
Wholistically Well Center

## Role Description & Functions

Submit your resume via email to:

[wholisticallywellcenter@gmail.com](mailto:wholisticallywellcenter@gmail.com)



Our vision for team members is to have stakeholders who agree with the mission and enjoy their work and work environment..

## **Opportunity: Personal Trainers**

Must be certified or degreed

Must be over 18

Qualified candidate must be able to perform a variety of exercises and routines.

Demonstrate excellence in communication, service and delivery.

Understand the principles of anatomy, physiology, hormone health and emotional well-being.

Nutrition preferred but not required.

### **Character Skills We Look For:**

Fun and Personable

Organized and Prepared

Timely

People Friendly

A leader and team player

Pay: Commensurate with experience. Wholistically Well Center offers promotions throughout the stakeholders' tenure.

## **Opportunity: Group Fitness Instructors**

Must be certified or degreed

Must be over 18

Organize and lead group exercise classes which can include aerobic exercises, stretching, or muscle conditioning.

Some classes are set to music. In these classes, instructors may select the music and choreograph an exercise sequence.

They may lead classes that use specific exercise equipment, such as stationary bicycles, independent weights and others.

Must be certified or degreed

Must be 25 years or older

### **Character Skills We Look For:**

Fun and Personable

Organized and Prepared

Timely

People Friendly

A leader and team player

Pay: Commensurate with experience. Wholistically Well Center offers promotions throughout the stakeholders' tenure.

## **Opportunity: Office Manager**

We are looking for an Office Manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Office manager duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our employees. Previous experience as a Front Office or Office Administrator would be an advantage. A successful Office Manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

Bilingual preferred but not required.

### **Character Skills We Look For:**

Someone who loves administration

Good hygiene and clean appearance

Organized and Prepared

Timely

People Friendly

A leader and team player

Pay: Commensurate with experience. Wholistically Well Center offers promotions throughout the stakeholders' tenure.



## **Opportunity: Wellness Desk Attendant**

Our Wellness Attendant is the first face for every member/visitor. WDA is a professional who is the point of contact for all customers. They greet customers, answer phones, receive and deliver mail, and assist with maintaining and ordering office supplies. Our WDA is knowledgeable, greets guests and helps to resolve concerns and grievances.

Proven experience as front desk representative, agent or relevant position

Familiarity with office machines (e.g. fax, printer etc.)

Knowledge of our WWC software

Proficient in English (oral and written)

Excellent knowledge of MS Office (especially Excel and Word)

Strong communication and people skills

Good organizational and multi-tasking abilities

Problem-solving skills

Customer service orientation

High School diploma; additional qualifications will be a plus

### **Character Skills We Look For:**

Professional

Timely

Organized and Prepared to Seize the Day

Knowledgeable

Enjoy the work and environment

A leader and team player

Pay: Commensurate with experience. Wholistically Well Center offers promotions throughout the stakeholders' tenure.



## **About Wholistically Well Center**

We are a full servicing holistic centering catering to the physical, nutritional, mental and total needs of women and men.

For any questions please email our Asst at [wholisticallywellcenter@gmail.com](mailto:wholisticallywellcenter@gmail.com)

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*(please do not call for job inquiries,  
email us and send your concerns)*