

Role: Front Desk Reception**Date posted:** February 12, 2026**Pay:** CA\$23.00–CA\$24.00 per hour**Job description:**

Prime Performance & Therapy is a busy, reputation-driven clinic known for being among the top facilities on the Central Island. As we expand into our brand-new location in the beautiful Comox Valley, we are looking for a friendly and organized receptionist to be the welcoming face of our clinic and a key part of our growing team.

The Role: The First Step in the Prime Experience

At Prime, we are a therapist-centered, tight-knit family. Our Reception team isn't just "front desk staff"—you are the first point of contact for our patients and the glue that keeps our practitioners supported.

You will be the bridge between our community and our care, ensuring that every person who walks through our doors feels the "Prime" difference from the moment they arrive.

Responsibilities of Receptionist:

- Create and maintain merchandise spreadsheet
- Greet clients and guests in a welcoming and professional manner and maintain strong relationships promoting trust & satisfaction
- Perform ongoing, shift-specific duties (administrative and other) related to the operations of the front desk area, training floor and locker areas in the performance center
- Responsible for the application of existing policies and procedures including the enforcement of Prime' established rules and behavioral etiquette expectations of clients and members

- Assist in any duties that the Clinic Manager or Programs Coordinator assigns, including:
- Assistance with monthly payments for Gym Membership, ASC, and recovery payments
- Bi-Weekly Accounting Spreadsheet (sending invoices to clients with overdue accounts)
- Educate clients about the scope of Prime' business and how Prime' can help them attain their health and fitness goals
- Create and uphold a safe and secure channel for all staff and clients
- Daily Office tasks (Phone, email and in person inquiries)
- Maintain merchandise inventory numbers (checked monthly)
- Laundry
- Maintain a clean environment, including office equipment and change rooms.
- Schedule, book and take payments for appointments, classes, and programs
- Answer or make telephone calls, return emails and take care of client or visitor requests and inquiries.

Qualifications:

- Excellent communication skills (written and verbal)
- Computer experience, including Jane & Google Suite

Hours:

Monday - Friday Part time

Please send us your resume, cover letter and salary expectations.

Benefits:

- Work in a fast paced and dynamic environment with a passionate team.
- Have the ability and opportunity to grow as a professional.
- Have the opportunity to contribute and make improvements to better the business.
- Free use of gym facilities and group classes.
- Work in a vibrant, motivating and inclusive work culture.

Job Type: Part-time

Work Location: In person