

WE ARE HIRING!

Guest Services & Administrative Coordinator



For more detail, visit our website
bluecrushconcierge.ca/employment

Send your CV and Portfolio through
this email



hello@bluecrushconcierge.ca

Blue Crush Vacation Rentals is looking for a motivated and organized Part-Time Guest Services & Administrative Coordinator (approximately 20 hours per week, 3 days a week) to join our growing team. For the right candidate, there is also an opportunity to transition into a full-time role by combining administration and operational support duties with cleaning.

This position offers a refreshing alternative to traditional hotel guest services roles. You won't be stationed at a front desk—instead, you'll enjoy a flexible work environment, with the opportunity to work from home after training and meet with the Manager on Duty at the vacation rental properties we manage.

We value work-life balance, personal growth, and creating a positive team culture. If you're self-motivated, creative, organized, and enjoy solving problems, we'd love to hear from you.

Responsibilities

- Provide exceptional guest service, concierge assistance, and operational support
- Assist with light bookkeeping, invoices, and receipts
- Conduct property inspections as needed
- Coordinate with cleaning teams, inspectors, contractors, and maintenance personnel
- Assist with online purchasing and light property maintenance coordination
- Support marketing efforts through Instagram and Facebook
- Perform various administrative and operational tasks as required

Requirements

- Valid BC Driver's Licence
- Reliable cell phone
- Basic computer skills
- Good local knowledge of Tofino and Ucluelet and live locally
- Previous customer service, hospitality, concierge, or front desk experience is an asset
- Professional, reliable, punctual, and team-oriented
- Self-motivated with strong problem-solving abilities
- Ability to commit to at least one year
- Personal laptop
- Must be available for weekend coverage (Sat / Sun / Monday)

Scheduling

A typical schedule is Sat / Sun / Mon 10-5pm with a half hour break though shifts can be adjusted with the other admin colleague.

Compensation & Benefits

- \$24-\$25 per hour, based on experience
- Flexible scheduling and healthy work-life balance
- We actively encourage taking up to one month off per year
- Annual performance reviews with opportunities for raises and bonuses
- Staff activities and local experiences throughout Tofino and Ucluelet
- \$60/month extended benefits coverage
- Blue Crush swag
- Seasonal staff parties, meetings, and team events
- Future opportunities for career growth and education within the company

How to Apply

Please send your resume and a brief introduction telling us a little about yourself and why you'd be a great fit for the Blue Crush team - hello@bluecrushconcierge.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please note: Applicants must already have local accommodation. Unfortunately, we do not currently have staff housing available, although housing opportunities may become available in the future.



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