



## **Office Manager**

Support senior staff in running operations and administration. Tasks and responsibilities vary throughout the season. As well as office management, a successful applicant needs to learn and be able to carry out all reservation desk duties. (Guest check-ins, daily procedures and vessel departures.)

### **Who will fit this position**

Are you a 'Local' that lives in Tofino, Ucluelet or in between? Looking for a full time / part time position with a company that operates responsible wildlife viewing programs on the waters of Clayoquot Sound? Are you a self starter who is organized and keen to learn & take charge? We could have a position for you.

### **Here are some of the duties**

- Enter and accurately maintain reservations.
- Train seasonal staff in reservation and cash out procedures
- Set up staff schedules
- Maintain / track invoices and accounts receivable
- Correct cash outs; maintain float; issue & account for cash
- Identify and solve reservation issues
- Liaise with staff regarding scheduling and other operational issues
- Organize bookkeeping information
- Maintain staff records and supplier files
- Answer related correspondence and communicate with guests by e-mail and phone

### **Skills you should have**

- Experience with reservation systems and data entry
- Knowledge of Fare Harbor's booking system an asset
- Conversant with Microsoft Office, Word and Excel
- Familiar with office systems
- Organized with good writing and oral communication skills

### **Wage and Remuneration**

- \$20.00 - \$25.00 per hr depending on experience.
- Portion of staff gratuities
- Staff discount on retail items

### **Interested in this position?**

- Send a resume & cover letter to Don at [tofino@remotepassages.com](mailto:tofino@remotepassages.com)