

## Group Check in Representative

### Description

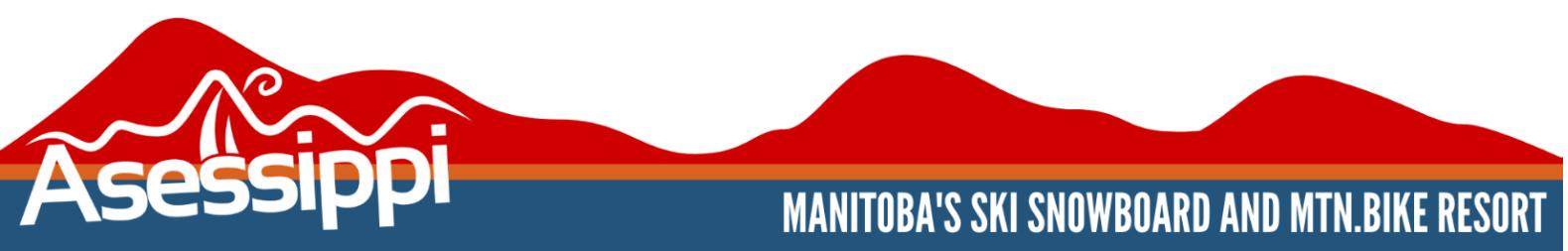
Do you love exploring and playing in the great outdoors, making new friends, hanging around the campfire, fishing, hunting, skiing, snowboarding and snowshoeing?? Well, we have that and more. Asessippi Ski Area and Resort is a year-round resort located between Regina and Winnipeg. MB. If you are up for the challenge and require space away from city crowds this is a fantastic place to work. Staff accommodation is available so your dream of living in the prairies is part of the adventure. It is just like the mountains without the elevation.

This representative is responsible to greet groups ranging from 20 to 300 guests. All groups are pre booked. The group check in representative will prepare preprinted tickets and other paper work as required, meet with the group contact, give the group orientation presentation and answer questions. They will then escort the group through the various stages of their visit.

All aspects of the group check in are done under the direction of the group sales manager. Representatives will prepare all items for group arrival, will greet group sometimes by entering buses as they arrive and handing out tickets on board. Group photos are taken by representative in the courtyard by representative and then are directed into next staging area. A group orientation is delivered by the representative and any questions are answered, then the representative escorts the group to various stages as required, rentals, lessons etc. Group Check In representatives then return to desk and are available to assist group members throughout the day while also preparing additional paper work for group departure. Representatives will also be responsible to maintain organization and cleanliness at the group check in desk and in the orientation room. During some periods group check in representative will also be required to sell general public day tickets. A cash drawer is also kept at the group check in desk and representatives are required to handle cash for various upgrade options available to group members. Cash reconciliation at the end of the day is required.

### Experience/Requirements

Group Check in Representatives must have good communication skills and presentation skills. The ability to organize and assist large groups of guests is essential. Some computer skills would be an asset. Representatives must have a positive attitude and willingness to help people. Excellent customer service and leadership skills are required. This applicant must also be able to adapt to situations that may change without notice.



### Why work at Asessippi?

- Free season pass at Asessippi.
- Free Rentals and Lessons.
- Staff trips, staff parties and staff activities all season.
- Meal and confection discounts.
- Discounts at the Trails End gift shop.
- Discounts at other participating resorts in MB, SK, AB & BC.
- 5cent/L discount on fuel at the C-Store in Russell.

These are just a few of the perks we offer. If you're up for the challenge it's a lot of fun!

Email: [hr@asessippi.com](mailto:hr@asessippi.com)